

**Alto Lakes Water & Sanitation District
Final Minutes Regular Board Meeting October, 23, 2014**

Alto Lakes Water & Sanitation District held the October Board Meeting on Thursday, October 23,, 2014 in the Conference Room of the ALW&SD Office located at 214 Lake Shore Drive, Alto, NM 88312.

Call to Order:

Chairman Knorr called the meeting to order at 9:00 AM and Assistant Secretary Muldowney conducted roll call: Chairman Knorr, Vice Chairman Winans, Secretary Parker, Treasurer Bishop, and Director Holmes were present.

Pledge of Allegiance

Approval of Minutes for September 25, 2014 Regular Board Meeting

Director Bishop made a motion to accept the minutes of the September 25, 2014 regular Board Meeting as presented. The motion was seconded by Director Parker and carried unanimously.

Approval of Agenda

Director Holmes made a motion to accept the approval of the agenda and Director Parker seconded the motion which carried unanimously.

Consent Agenda

1. **Expenditures:** Purchases/Payroll/Accounts Payable
2. **Approve Leak Credits-None**

Director Parker made a motion to approve the consent agenda as presented, the motion was seconded by Director Bishop and carried unanimously.

District Manager's Report

Water System Update:

District Manager Edington reported that the system is currently operating well with all production goals being met for Domestic and Irrigation demands. The District produced 7,464,100 gallons for September 2014 and we sold 7,653,702 gallons. Production vs. Sold difference is 0.0%. Last month difference was higher than normal and this month it is lower than normal; product of meter reading timing. There were 14 more active accounts in September over the same period last year. The average gallons per month, per residential customer were up 40 gallons from last year.

Wastewater System Update:

Manager Edington reported that the system is meeting required treatment goals at this time; however, it is still in violation of permit due to the discharge location.

Solid Waste Update:

Manager Edington presented solid waste pull statistics by Sierra Contracting for September 2014 to include 4 pulls with 120 yds of Green Waste of which 50% was yard waste and 50% was forest waste, with collection of \$612.77 in additional fees, 4 pulls with 32.95 tons of trash, 1 pull with 25 yds of cardboard, 0 pulls with 0 yds paper, 0 pull with 0 yds of miscellaneous with collection \$709.54 in additional fees, 0 pull = 0 tons metals (r/o not full), 0 pull= 0 tons plastics, and 0 pull=0 tons aluminum cans.

Customer Issues:

Personnel Update:

Bobbi Guerra has decided that she will be retiring on December 31, 2014 of this year and has turned in her letter of resignation. Terry Latta gave her 2 week notice and her last day will be October 29, 2014. Rose Atchley was hired for this position.

Regulatory Update:

Projects Report: Distribution B, is in a holding pattern, all readiness to proceed items have been submitted to the WTB, now we are just waiting for closing documents. Once closing is complete then we can proceed.

Office Manager's Report**Administrative Update**

None

Financial Reports

Office Manager Muldowney discussed the budget reports and lien report.

Regular Business Agenda

Board Member Reports: District Manager Edington asked the board for a discussion about a request from the Outlaw domestic water system for permission to possibly hire one of the Districts certified operators part-time to run their system. A discussion took place about District employees being able to freelance as water/wastewater operators part-time for non-district systems. After much discussion on the issue the board came to the consensus that it should be the policy of the District that "No full-time District employed water/wastewater operator be allowed to do freelance work that requires use of water/wastewater certifications.

Board directed District Manager to draft a policy amendment to this effect and place it on the November agenda for action.

Additionally the Board directed District Manager to draft a letter to representatives of the Outlaw system that due to policy considerations no full-time water/wastewater operators employed by the District would be allowed to do freelance work. However, the District would be willing to consider an operations and maintenance agreement with the Outlaw system should all parties be willing.

Discussion and possible Action on Capital Budget adjustment: possible vehicle replacement.

District Manager Edington discussed that the current state purchasing agreement that cover vehicles used by the District expires 12-31-14 and history has shown that new purchase agreements can take over a year to negotiate. As the District has plans to replace a vehicle next year it might be an advantage to the District to move that purchase up to this year while current contract is still effective.

Director Holmes made a motion to approve the new vehicle purchase, Director Parker seconded the motion which was unanimously approved.

Discussion and possible Action on November Board Meeting date.

District Manager Edington discussed that due to the Thanksgiving Holiday in November the board might consider rescheduling the November Regular Board meeting to Thursday, November 20th. Director Holmes made a motion to approve the November meeting date of the 20th the Motion was seconded by Director Parker and carried unanimously.

Discussion and possible Action on Board Annual Report to customers.

District Manager Edington discussed the Annual Report to customers with a few adjustments to be made. Director Bishop made a motion to approve the amended Annual Report to customers, Director Holmes seconded the motion which was unanimously approved.

Closed Session to include: Discussion of pending or threatened legal action

Director Holmes made a motion to enter into closed session at 10:55 a.m. for discussion of pending or threatened legal action and limited personnel matters. The motion was seconded by Director Bishop and carried unanimously.

Director Holmes made a motion to end the closed session. Motion was seconded by Director Parker and carried unanimously. Chairman Knorr declared the closed session ended at 11:20 a.m.

No board action was taken during closed session, and pursuant to the Open Meeting Act 10-15-1, Sub-paragraph H(8), no discussion was conducted except that related to limited personnel matters and threatened or pending litigation.

Public Comments: None

Board Comments: None

Announcement of next meeting

The next regularly scheduled ALWSD Board Meeting will be conducted on Thursday, November 20, 2014; to be held at the District Office located at 214 Lake Shore Drive, Alto, NM. The meeting will begin at 9:00 a.m. in the District Office conference room.

Adjournment

Director Holmes made a motion to adjourn the meeting. The motion was seconded by Director Bishop and carried unanimously. Meeting adjourned at 11:22 a.m.

Submitted by:
Rachel Muldowney
District Board Assistant Secretary