

Alto Lakes Water & Sanitation District
Final Minutes Regular Board Meeting August, 2016

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, August 25, 2016** 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 Holmes, Secretary Parker, and Director Foreman were present. Treasurer Bishop was absent.

Pledge of Allegiance

Approval of Minutes for July, 2016 Regular Board Meeting

Director Holmes made a motion to accept the minutes of the July 2016 regular Board Meeting. 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 including additions and changes, Director Parker seconded the motion which carried unanimously.

Consent Agenda

1. **Expenditures:** Purchases/Payroll/Accounts Payable
2. **Approve Leak Credits-**There were none

Director Parker made a motion to approve the consent agenda; the motion was seconded by Director Holmes 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. For July District Produced 21,572,900 gallons and we sold 18,871,220 gallons. Production VS Sold difference was 12.50% after leaks and flushing unaccounted for water 12%. Amount of unaccounted for water varies greatly due to demand.

Number of active customers was up by 23, and consumption per active customer was up 607 gallons per active account from same time period 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 July 2016 to include 10 pulls with 300 yds of Green Waste of which 63% was yard waste and 37% was forest waste, with collection of \$1,182.45 in additional fees, 4 pulls with 33.37 tons of trash, 1 pull with 25 yds of cardboard, 0 pulls with 0 yds paper, 1 pull with 30 yds of miscellaneous with collection \$993.12 in additional fees, 1 pull = 30 yds metals (r/o not full), 0 pull= 0 yds plastics, and 0 pull=0 tons aluminum cans.

Customer Issues:

Personnel Update:

Regulatory Update:

Discussion was held in regards to review and suggestions on ordinance revisions. The committee that has been established to take on these duties includes Vice Chairman George Holmes, Secretary Gary Parker, District Manager David Edington, and Office Manager Rachel Muldowney.

Projects Report:

Office Manager's Report

Office Manager Muldowney reported that Alto Lakes Water and Sanitation District has received the letter from The State of New Mexico Department of Finance and Administration Local Government Division approving the final budget for fiscal year 2017.

Administrative Update

Financial Reports

Office Manager Muldowney presented and reviewed financial reports for July 2016. Manager Muldowney disclosed there is an accounting error with grant revenue that is being corrected.

Regular Business Agenda

Board Member Reports: None

Discussion and Possible Action on Water Trust Board Application (2017 Cycle) Authorization to Submit Notice of Intent to Apply (Effluent Reuse Upgrade) Resolution 2017-02 Authorization to Submit application

Director Holmes made a motion to authorize the submission of Notice of Intent to apply (Effluent Reuse Upgrade); the motion was seconded by Director Foreman which carried unanimously. Director Holmes also made a motion to approve Resolution 2017-02 Authorization to submit application. The motion was seconded by Director Parker. Assistant Secretary Muldowney conducted a roll call vote, Director Foreman Yes, Secretary Parker Yes, Chairman Knorr Yes, and Vice Chairman Holmes Yes.

Discussion and Possible Action on letter to customers Broadcast Irrigation

Discussion took place in relation to Broadcast Irrigation systems being eliminated after January 1, 2017. Manager Edington is in communication with Coppler Law Firm regarding verbiage for distribution to customers.

Discussion and Possible Action on ALW&SD Procurement regulations, Specifically Section III- Purchasing Policies, paragraph 3.1 Certificates of Insurance

Discussion took place regarding Certificates of Insurance required to be held by contractors for hire. Secretary Parker made a motion for District Manager Edington to update requirements of Insurance documentation for contractors for hire as long as legal council determines ALW&SD would not be liable for any suits from said contractors. The motion was seconded by Director Holmes and carried unanimously.

Public Comments: None

Board Comments: None

Announcement of next meeting

The next scheduled ALWSD Board Meeting will be conducted on Wednesday, September 14, 2016; 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 Parker and carried unanimously. Meeting adjourned at 10:28 a.m.

Submitted by:
Rachel Muldowney
District Board Assistant Secretary

TM