Alto Lakes Water & Sanitation District
Final Minutes Regular Board Meeting January, 2017

Alto Lakes Water & Sanitation District held a Regular Board Meeting on **Thursday, January 26, 2017 i**n 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 attended telephonically.

Pledge of Allegiance

Approval of Minutes for December, 2016 Regular Board Meeting
Director Holmes made a motion to accept the minutes of the December 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 Director Foreman seconded the motion which carried unanimously.

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

Director Bishop made a motion to approve the consent agenda; the motion was seconded by Director Parker 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 December District Produced 4,410,300 gallons and we sold 3,187,332 gallons. Production VS Sold difference was 27% after leaks and flushing unaccounted for water 26%. High unaccounted for water in December is a product of two things, meter reading timing: a lot of missing water will show up on January readings. The second reason could be there is probably a leak or two that have not been found whether in system or a home. .

Number of active customers was up by 12, and consumption per active customer was up 100 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 reported solid waste pull statistics by Sierra Contracting for December 2016 to include 7 pulls with 210 yds of Green Waste of which 98% was yard waste and 2% was forest waste, with collection of $155.05 in additional fees, 2 pulls with 15 tons of trash, 1 pull with 25 yds of cardboard, 1 pull with 25 yds paper, 0 pull with 0 yds of miscellaneous with the collection of $443.46 in additional fees, 0 pull = 0 yds metals, 0 pull= 0 tons ash, 0 pull=0 tons aluminum cans, and 0 pull= 0 yds plastics.

Customer Issues:

Personnel Update:
ALWSD has hired a new employee Norvell Carpenter. Mr. Carpenter has level II water certification and will be working toward required Wastewater Certification. Once Mr. Carpenter finishes the probation period he will be presented to the Board for confirmation of employment as required by policy.

Regulatory Update:

Projects Report:

Office Manager's Report

Administrative Update

Financial Reports
Office Manager Muldowney presented and reviewed financial reports for December 2016 including FY2017 2nd quarterly budget report.

Regular Business Agenda

Board Member Reports: None

Discussion and Possible Action on Annual Open Meeting Resolution 2017-02
Each calendar year District is required by law to pass Open Meeting Act Resolution at first board meeting of the calendar year. Resolution details requirements for meeting and outlines board duties. Resolution has been vetted by legal counsel and meets all requirements.
Director Holmes made a motion to approve the Annual Open Meeting Resolution 2017-02 Director Parker seconded the motion. Assistant Secretary Muldowney conducted a roll call vote.
Director Foreman Yes, Treasurer Bishop Yes, Secretary Parker Yes, Vice Chairman Holmes Yes, and Chairman Knorr Yes.

Discussion and Possible Action on Water Use Agreement Lincoln County and ALWSD
Joe Kenmore, the Director of Lincoln County Fire and Emergency Services, request that ALWSD enter into what they call a Water Use Agreement. The agreement gives them permission to use fire hydrants in an emergency and holds them harmless for damage to fire hydrant system should accidental damage occur during an emergency. Mr. Kenmore states that "The County has one of these agreements with each community they serve." District Manager Edington consulted legal counsel who stated "it was just routine and found nothing improper" Manager Edington recommends approval of agreement. Director Holmes made a motion to approve agreement; the motion was seconded by Director Foreman which carried unanimously.

Closed Session for Discussion: Pursuant to the Open Meeting Act Sub-Sections 10-15-1 (H)(7) Pending or threatened legal action
Director Holmes made a motion to enter into closed session; the motion was seconded by Director Foreman. Assistant Secretary Muldowney conducted a roll call vote Treasurer Bishop Yes, Secretary Parker Yes, Chairman Knorr Yes, Director Foreman Yes, and Vice Chairman Holmes Yes.

Director Holmes made a motion to end Closed Session the motion was seconded by Director Parker Assistant Secretary Muldowney conducted a roll call vote Chairman Knorr Yes, Vice Chairman Holmes Yes, Secretary Parker Yes, Treasurer Bishop Yes, and Director Foreman yes.

Let the record reflect that 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 personnel matters and threatened or pending litigation.

Public Comments: None

Announcement of next meeting
The next scheduled ALWSD Board Meeting will be conducted on Thursday, February 23, 2017; 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 Bishop made a motion to adjourn the meeting; the motion was seconded by Director Parker and carried unanimously. Meeting adjourned at 10:08 a.m.

Submitted by:
Rachel Muldowney
District Board Assistant Secretary

TM