

**MEETING MINUTES TWSD Board of Directors
Regular September 21st @ 10 AM Timberon Lodge**

BOD Members Present:

T. Robb, M. Gonzalez, R. McMullen, J. Mainello and C. Clement

Pledge of Allegiance & Salute to the New Mexico Flag

OLD BUSINESS

Approval of Agenda as written.

Motion Mr. Mainello 2nd Mr. Clement, carried

General Managers remarks Ronnie Wyatt

1. Status of Lodge Heating Furnace Replacements,
1st unit in stock and 2nd unit should arrive in 2 weeks. Anticipate installation on or about 10/12/19.
2. Status of Road Grader repairs, Will not start. The John Deere guy will repair.
We have asked county for repair materials.
We cannot gift the roads to the county unless we repair them first.
3. Status of Sacramento Road repair using purchased cold patch material, accomplished.
4. How many water line repairs were performed for August using the "Work Request" system?
In 8/19 4 to 5.
5. Status of replacing the missing Carissa Springs (State Required) source point flow meter.
Not yet in service. Anticipated cost \$2600 - \$2800.
6. Filtration System
Not in service. Needs 2 special order valves.
7. Ray Ramos contract.
Final copy Tues. or Wed.
16 hours per month standard baseline.
\$1400 per month base + billable hours and travel.

Community responses

Harvey English and Rachele Tycksen both brought other diesel mechanics to the attention of GM/BOD.
Linda Martin presented a letter of concern regarding the employment of Granite Mt. Accounting – this letter was submitted as an individual and was not handled as an authorized TWSD submission.
Arden Schug asked if the filtration plant had spare parts and received an answer that we have limited parts on hand but most are ordered as needed.

Treasurer's Remarks Mike Gonzalez

See Treasurer's account statement.
30% of back stand-by fees are being transferred to the water restricted fund.
Insurance revaluation done decreasing yearly premium by \$7k.
Discussion about concerning handling of data using USB sticks rather than Wi-Fi. Question from community regarding concerning proprietary information in the community (see Open Information act).
Discussion regarding QuickBooks not equaling on hand petty cash during a spot audit (+\$2.87).
QB do not equal bank deposits in reconciliation: GMA postulates problem related to bulk entry rather than end of day reconciliation.
BOD Discussion

Mr. McMullen: TWSD needs to bring our accounting methods into the 21st century.

Mr. Wyatt: Perhaps this is just due to a learning curve.

Mr. Clement: This is a pissing contest. Ronnie you are in charge, manage it.

Mr. Gonzalez: Using a 3rd party accounting is a checks and balances protection. QB needs to be done daily to get reconciliation in a timely manner. Miss Marilyn attempted to effect change but staff declined to change their current practice. Mike Bovey was a great treasurer but made it quite clear that it is not in the treasurer's job to do the reports.

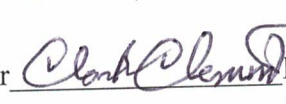
Ms. Robb: Asked MG to explain to the audience what a tier review consisted of

Mr. Gonzalez (in response to Robb): A tier review is not an in-depth audit. The degree of the extent is

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dependent on the size of the organization; and in that we are tiny, the examination is more superficial (paraphrased).

Community Discussion

JJ Duckett: Why use a thumb drive (to transfer QB reports)?

Mr. Gonzalez: It has been a TWSD long standing precedent to use them (back to before Mr. Bovey) TWSD can/could also use One Drive and/or dropbox.

JJ Duckett: Does GMA talk with the office?

Mr. Gonzalez: Yes, they communicate with Amy but Linda rarely interacts with them (paraphrased).

JJ Duckett: GMA was somewhat aggressive in their letter of response.

Mr. McMullen: In retaliation (to Linda's letter of concern).

Marci Montoya: Is the goal to have GMA teach the local bookkeeper and then step back from the day to day functions?

Mr. Gonzalez: Yes.

Mary Gonzalez: Asked for cost per hour for GMA bookkeeping and CPA services.

Mr. Gonzalez: \$75/\$200.

Rachele Tycksen: Pushing back is a red flag. "Get your shit straight" and work together. Change is hard.

Committee Reports.

Budget: Mike Gonzalez:

Profit & loss + \$14,148.

Overtime is in balance.

Health insurance is increasing about 10% per year.

Inventory Control needs a policy and hardware/software package. The top contender is the WASP system which costs \$1400 and is plug & play.

NEXT MEETING IS @ 1 pm THURSDAY OCT. 10th

Inspection: Clark Clement

2 bids out on foundation stabilization and sidewalk replacement. One response has been received at \$81K.

Report on Candidate Search.

Tash Robb: No candidates yet. Job listing up at free water trade sites and academic sites. American Water Works Association advertising would run us \$899 but would get us exposure to over 30,000 water professionals if the district would like to pay the money. Mr. Mainello wondered if new board should hire own GM. Rachele Tycksen (running unopposed for new BOD) states she feels that it would be more beneficial if one was already in place when the new BOD is seated.

Review, Adjust and Approve the interim "Bulk Water" policy".

PRC needs to approve the policy and we need it in the water rules.

Ms. Robb: Will people who have prior contracts with us continue on their present basis.

Mr. McMullen: As long as they are in force. When they expire, they will be on the district wide plan.

Harvey English: Can we get non-potable water? Chlorinated water is bad for gardening.

Mr. McMullen: We have no provision for that.

MOTION: to accept bulk water policy and place in water rule (Ms. Robb 2nd Mr. Gonzalez, carried).


Discuss/approve level 4 contract.

Mr. Gonzalez: Ray Ramos has billed us \$6,000 in the last 3 months for standby, billable hours and transport.

The water filtration system has not been in service since 5/19.

MOTION: That we develop a final contract with Mr. Ramos (Mr. Mainello, 2nd Ms. Robb, carried).

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NEW BUSINESS

Discuss/Approve Ad hoc committee to review and revise policies and procedures.

Ms. Robb: Our policies are outdated (2005) and need to be revised. It is understood that the collective bargaining contract needs to be complete prior to any revision. Can we please develop an ad hoc committee to revise our policies? MOTION to constitute an ad hoc committee for the purpose of reviewing and revising policies (Ms. Robb 2nd Mr. Gonzalez, carried).

Discuss/Review Vehicle procurement – Guest contributor Harvey English.

Mr. English: We have one salvageable 1998 GMC ½ ton gas pickup with a blown head gasket. A crate motor might be the cheapest and easiest way to get it back on the road. We are also in need of a second pickup such as the F250 available from the state leasing program. What is the budget?

Mr. Gonzalez: \$8000 total, \$5000 to fix the 1998 GMC.

JJ Duckett: The lease should run \$525 mo.

Mr. English and Mr. Gonzalez discussed that repairing the GMC is a capital outlay whereas the lease is an expense.

Explain the RFP process for accounting firms.

If a contractor is to be paid >\$60k an RFP would need to be issued GMA will make considerably less (see also Treasurer's remarks and Budget Committee discussions of GMA's work).

Request by Arden Schug to address the meeting regarding the PER.

Stephen Deal and Bohannon Houston have communicated about the following:

No 8" pipe to be used.

There is adequate TWSD land for 8 fire suppression tanks (at well dispersed intervals on the periphery of the community).

Suggested dry hydrants in our ponds and water bladder to siphon in case fire.

Use of the bladder as a settling pond (likely to save \$10K/yr. in filters for the filtration).

Matt at B/H noted our RFP was PER through construction.

Matt and Arden confirmed we have adequate land for the bladders adjacent to filtration plant.

Mr. Schug: We need to draft a letter approve final PER.

Mr. McMullen: Did B/H send a draft letter? Will you follow up on that?

Mr. Schug: Yes.

Directors Remarks.

Mr. Mainello: This is a board and board is a plural.

Ms. Robb: Thanked the meeting attendees.

Mr. Gonzalez: Thanked the meeting attendees.

Office staff reports to the BOD rather than directly to the community. Staff needs to work with the BOD

Accounting has improved but GMA and the staff need to be a well working pair.

The BOD needs to communicate with the BOD

Mr. Clement: We appreciate the feedback. Thank you to the community.

Worried that the BOD is not take seriously. The staff and the BOD need to work cooperatively.

Mr. McMullen: Corrective criticism often leads to people becoming defensive. Corrective criticism is needed to communicate expectations

Movement to adjourn (Ms. Robb 2nd Mr. Clement, carried).

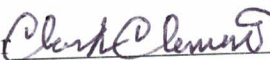
Minutes Approved October 8, 2019:

Board Secretary



K. Tash Robb

Board Chair



Richard McMullen

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