

MINUTES OF THE MEETING
MEETING OF THE BOARD OF DIRECTORS
of the Timberon Water and Sanitation District
March 21, 2022 6:00 pm
Timberon Community Center, "Lodge"
1 Bobwhite Circle, Timberon, NM 88350

Roll call of the Board

Chairman Michael Gonzalez, Vice-Chairman Jules Neal, Treasurer Terri Borzoni, Director Mark Harding, Secretary Sharon Vails, present, Director Tod Barker absent.

Approval of Agenda

Vice Chairman motioned to approve, Director Hardy seconded the motion, Chairman called for a vote, Vice-Chairman voted yes, Treasurer voted yes, Director the Chairman voted yes, Harding voted yes, agenda approved.

General Manager's Report

Treasure asks: Are the time clocks being used yet? General Manager: No, they don't work yet. Treasurer asks: is Pera caught up? General Manager: No, close using new forms.

Director Harding: What is the breakdown on loan expenses, how is the grant money being spent?

What is the PFG stock? Where is it? Where are the certificates? Why were they purchased? If it was for retirement, bought in 2003? Whose retirement?

Are all new meters being charged a monthly fee? General Manager says not until they are activated.

Are handyman and housekeeper full time? General Manager says handyman yes, housekeeper no, she is parttime.

Golf course maintenance full time or part time. He is full time he is also now the pool manager.

Director Hardy: why are there 2 people riding around checking meters? Isn't that a one person job? General Manager says one is in training.

Director Harding wants to know how many employees and what they do. General Manager reports 2 office workers, 2 operators, 7 maintenance workers of the 7-1 mechanic, 1 water operator...General Manager has offered to make a diagram of their jobs, he needs to post job descriptions.

Director Harding: What is the rent on Poppy's? GM: \$450 a month Director Harding: if they are paying that much, why are they cleaning the bathrooms and not housekeeping for the lodge??

Director Harding: What is the rent on Hi-County? GM: \$250 a month, but they are responsible for all maintenance and utilities and upkeep.

Director Harding: How many pieces of heavy equipment does TWSD have? And what are they? 1 Bulldozer, 2 backhoes, 3 dump trucks, 1 compactor, 1 frontend loader that is basically junk.

How many vehicles? Are they all running?

6 vehicles, 1 not running

Director Harding: One last question, can you look into installing GPS devices and software for tracking the vehicles, in all vehicles, yes it can be done.

Treasurer's Report

Finance committee will start meeting in April to work on budget. Training with new bookkeeper is going well.

These were the bank balances and not reconciled balances:

Standby \$148,225.28

Short lived: \$166,407.06

Reserve: \$7924.80

Operations: \$116,956.25

USDA Loan: \$9.67

Restricted Reserve: \$88,176.85

F & S: \$246,090.36

Committee Reports:

Water Advisory Committee

Looking good to start on lines for Coronado, pipe fittings on hand will work on HDEP will help in keeping costs down. PRV in the ground off Tank #2 not installed correctly which is contributing to the constant leaks. the PRV has got to be replaced asap to mitigate additional leaks. Hammering in the pipes is causing some of the leaks... Tony McWilliams still working on plotting out where hydrants need to go in the community.

By-Laws, Office Policies & Procedures and Employee Handbook Committee

The Chairman did the first reading of the changes to the by-laws

Old Business

1. Discuss/Approve new/old request for residential water line extension(s) with cost structure review.

Tabled again awaiting figures

New Business

1. Approve minutes from March 6, 2022, Special Meeting.

Vice Chairman motioned to approve, Director Hardy seconded the motion, Chairman called for a vote, Vice-Chairman voted yes, Treasurer voted yes, the Chairman voted yes, Director Harding voted yes, the Minutes approved.

2. Approve minutes from March 07, 2022 Regular Meeting.

The Treasurer motioned to approve, Director Hardy seconded the motion, Chairman called for a vote, Vice-Chairman voted yes, Treasurer voted yes, the Chairman voted yes, Director Harding voted yes, the Minutes approved.

3. Discuss/Review/Approve March 2022 monthly expenditures for the district.

Director Harding motioned to approve expenditures, the Treasurer seconded, the Chairman called for a vote, Vice-Chairman voted yes, the Treasurer voted yes, the Chairman voted yes, Director Harding voted yes, expenditures approved.

4. Discuss/Approve a board member to investigate the hiring of an Attorney for Union Contract negotiations.

Vice Chairman motioned to hire an attorney, the Treasurer seconded, the Chairman called for a vote, Director Harding voted yes, Vice Chairman voted yes, Chairman vote yes, Treasurer voted yes, motioned is passed.

Treasurer is the approved board member to investigate hiring for negotiations.

5. Continue discussions about the state of the water distribution lines and leaks.

Discussion continues

6. First reading of the amended/revised Timberon Water and Sanitation Bylaws.

Chairman read the revisions

7. Discuss/Review the proper use and the documentation of work orders for water leaks.

There was some discussion

8. Discuss/Approve Issue a Phase 2 or Phase 3 Water Conservation Policy (12th Revised Rate no. 2, page 3 of 4 Special fees and charges TWSD Water Rules). By a resolution of the Board.

Table until a later date

9. Discuss/Approve Change Special fee for unauthorized use of TWSD water system from \$500 to \$5000 (12th Revised Rate no.2, TWSD Rules).

Tabled until a later date

10. Discuss/Approve Making it TWSD policy that approved waterline extensions be built by outside contractors.

TWSD cannot make a decision on this at this time due to stepping on union toes.

11. Discuss/Approve use of telephonic equipment in monthly meetings.
Going to look into using a laptop and doing zoom meetings and do away with the telephone equipment.

12. Discuss questions about F/Y 21/22 budget handout from 3/7 meeting.

Table.

13. Discuss setting time, date and place for the various Advisory Committee meetings.

Unable to set definite meeting times at this point. Phone calls will be made to announce meeting times.

Vice Chairman motioned to adjourn the meeting, the Treasurer seconded, the Chairman called for a vote, Director Harding voted yes, Vice Chairman voted yes, Chairman vote yes, Treasurer voted yes, motioned is passed.

MEETING ADJOURNED 10:10 PM

Minutes approved April 4, 2022

Chairman Michael Gonzalez

Secretary Sharon Vails

Manager's Report 03/21/22

In February we had a 71.25% water loss. Our filtration plant is doing good, producing 35% of our water. The Spring is doing the same, putting out about 180gpm to 200gpm. There are now 12 water meters waiting to be installed, and a backlog of 11 line extensions to do. The system currently has 537 active meters, out of a total of 891 services. This last 5 weeks - 7 meter installs and 1 line extension were completed. Over the last month, we have had quite a few leaks in the system... there were 11 in 1 area... all in the same isolated pressure zone off Tank #3.

Our grants from the State are moving along, the Colonias Grant has been completed, reviewed, and hopefully soon will be approved. Our \$565,000 in Capital Outlay money is uncertain – but some of it (the backhoe, with DFA) seems to be moving ahead.

The dump area behind the District Barn is closed, blocked off, and has a no dumping sign. A solar street light Michael found has been ordered for the dumpster area, and will be installed soon. Also, JTL Auctions will be rescheduling a visit to look things over in preparation for a possible auction of old equipment, etc...

We are training our new Accounting Clerk... this is moving along well and things are getting caught up. The last audit has been released and the District did very well. Our sale of surplus lots went well, we sold 11 lots for an overall total of about \$55,000 and bidders are currently completing their payments to get the deeds. We are currently concentrating on getting the accounting system back online and updated, so there will be some solid figures to work with.

The grader will be out full-time soon... weather permitting. Call the office and put in a work order if your road has an especially bad or dangerous problem.