

**MINUTES - REGULAR MEETING**  
**Board of Directors of Timberon Water and Sanitation District**  
**Tuesday May 13, 2025, at 4:00 PM**  
**Timberon Community Center, "Lodge"**  
**1 Bobwhite Circle, Timberon, NM 88350**

**CALL TO ORDER**

The meeting was called to order at 4:00 PM by Chairman David Cruey.

**Pledge of Allegiance**

**Salute to the New Mexico Flag** *"I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures."*

**ROLL CALL**

Board Members Present: Chairman David Cruey, Vice Chair Edward Hardesty, Treasurer Jesse "JJ" Duckett, Director Allen Burmeister, and Director Derenda Robb.

A quorum was achieved.

Staff Present: Secretary Nanette Thorell.

**APPROVAL OF AGENDA**

Vice Chair Hardesty moved to approve the agenda as written. Director Burmeister seconded the motion. A vote was called. The motion to approve the agenda passed unanimously.

**MANAGER REPORT**

Plant Manager David Hunter reported the following:

- 4.8 million gallons were produced last month; 4.3 million gallons were sold.
- Water loss was 12%.

He credited the low water loss to the field crew's quick response to leaks. Mr. Hunter also noted that Tim Lilly at the State said if this improvement continues for three more months, TWSD will be removed from the violations list.

Chairman Cruey added that water theft had previously contributed to the loss. Unauthorized meters have been shut off or removed, and the lines have been capped.

**TREASURER REPORT**

Treasurer Duckett read the current bank balances:

- F&S: \$42,840.85
- Operations: \$48,588.40

- USDA Construction: \$844.39
- USDA Debt Service: \$1,837.46
- USDA Short Term Asset Replacement: \$167,199.44
- Water Restricted Reserve: \$10,139.04
- Water Standby: \$80,235.91

## **BUDGET COMMITTEE REPORT**

Budget Committee Chairman Rick McMullen reported:

- The FY 2025–2026 budget is nearly complete, with a projected plan of \$1,470,000.
- The ICIP needs to be addressed, and a resolution is needed.
- The district is currently in the black, but spending should be restricted as the fiscal year end approaches.
- Kudos were given to Penny, Wendy, and the Treasurer for their work.

## **OLD BUSINESS**

### **1. Discuss/Approve minutes of the April 8<sup>th</sup> Regular Meeting.**

Vice Chair Hardesty moved to approve the minutes as written. Director Burmeister seconded. A vote was called. Motion passed unanimously.

### **2. Discuss/Approve minutes of the April 22<sup>nd</sup> Special Meeting.**

Vice Chair Hardesty moved to approve the minutes as written. Treasurer Duckett seconded. A vote was called. Motion passed unanimously.

### **3. Discuss/Approve minutes of the April 29<sup>th</sup> Special Meeting.**

Vice Chair Hardesty moved to approve the minutes as written. Treasurer Duckett seconded. A vote was called. Motion passed unanimously.

### **4. Discuss/Approve liens on 3 delinquent metered water properties.**

Following discussion, Vice Chair Hardesty moved to approve the liens. Treasurer Duckett seconded. A vote was called. Motion passed unanimously.

### **5. Receive a report on the status of the billing and other program upgrades ongoing in the office.**

Administrative Assistant Wendy Case reported on the status of the software upgrades in the office. All office personnel will be trained on the new software.

## **NEW BUSINESS**

**1. Discuss/Approve initiating the competitive bidding process for a new IT service provider for the SCADA system.**

Chairman Cruey reviewed the requirements. After discussion, Vice Chair Hardesty moved to initiate the competitive bidding process. Director Burmeister seconded. A vote was called. Motion passed unanimously.

**2. Discuss / Approve rehabilitation of the main well, and other small wells.**

After lengthy discussion of Production Well 1, Production Well 2 (formerly known as the 'golf course well'), and of the smaller wells, Vice Chair Hardesty moved to approve a process and a plan to move forward with the rehabilitation of the wells, pending finance approval and funding. Director Robb seconded the motion. A vote was called. Motion passed unanimously.

**3. Discuss/edit/approve new job description of Administrative office manager.**

After some discussion, Vice Chair Hardesty moved to table this agenda item until the May 29<sup>th</sup> Special Meeting. Director Burmeister seconded the motion. A vote was called. Motion passed unanimously.

**4. Discuss/approve requiring two signatures on TWSD checks, one signature being a board member.**

After some discussion, Director Robb moved to add a second signature line and the notation "Two signatures required" per bank instructions. Vice Chair Hardesty seconded. Motion passed unanimously.

**5. Appoint a Board member to initiate a review of the office policy manual, reporting to the BOD any suggested updates for approval.**

Treasurer Duckett moved to table the item until after office personnel are in place. Vice Chair Hardesty seconded. Motion passed unanimously.

**6. Discuss, vote to approve/disapprove reassigning the position of Custodian of Records to the position of Compliance Officer.**

After a short discussion, Director Burmeister moved to approve the reassignment of the duties of Custodian of Records to the position of Compliance Officer. Vice Chair Hardesty seconded the motion. A vote was called. Motion passed unanimously.

**7. Discuss/Approve removal of the fire suppression system in kitchen.**

The need, or lack of need, for the fire suppression system in the kitchen was discussed. Director Robb made a motion that we remove and dispose of the fire suppression system

in the kitchen. Treasurer Duckett seconded the motion. A vote was called. Motion passed unanimously.

**8. Discuss/Approve the purchase of a new copy machine for the TWSD office.**

Administrative Assistant Wendy Case explained the cost savings and functionality of leasing a central copy machine maintained by the leasing company. The toner would be ordered automatically, and the machine was capable of handling our mailouts in-house. These were previously handled by Staples at a cost of thousands of dollars. Vice Chair Hardesty moved to approve the lease. Director Robb seconded. A vote was called. Motion passed unanimously.

**9. Junior Lifeguard Presentation and discussion.**

Timberon kids gave a presentation on the Junior Lifeguard program offered by The American Lifeguard Association. The kids would learn about duties of a pool lifeguard and help with the pool house during the summer season. The cost for the program and the classes would be borne by the Timberon Development Council.

**PUBLIC QUESTION AND ANSWER SESSION**

Wendy Case reminded attendees of the Customer Appreciation Day on May 14th from 9:00 AM to Noon in the TWSD lobby.

**DIRECTOR'S REMARKS**

Chairman Cruey announced that the Flying Royals trapeze artists will perform on Memorial Day weekend with four shows on Friday, Saturday, and Sunday. There will be hotdogs for the kids, and Harmony will be there "in Clown" and possibly with a monkey. Timberon local Junior Lifeguard Charlotte Kelsey offered her assistance if needed.

**MOTION TO ADJOURN**

Vice Chair Hardesty moved to adjourn the meeting. Treasurer Duckett seconded the motion. A vote was called. The motion passed unanimously, and the meeting adjourned at 5:40 PM.

Approved May 29, 2025

Chairman David Cruey 

Secretary Nanette Thorell 

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