

NOTICE OF MEETING POSTED 5/10/2025

REGULAR MEETING AGENDA

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

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

APPROVAL OF AGENDA

MANAGER'S REPORT

TREASURER'S REPORT

BUDGET COMMITTEE REPORT

OLD BUSINESS

1. Discuss/Approve minutes of the April 8th Regular Meeting.
2. Discuss/Approve minutes of the April 22nd Special Meeting.
3. Discuss/Approve minutes of the April 29th Special Meeting.
4. Discuss/Approve liens on 3 delinquent metered water properties.
5. Receive a report on the status of the billing and other program upgrades ongoing in the office.

NEW BUSINESS

1. Discuss/Approve initiating the competitive bidding process for a new IT service provider for the SCADA system.
2. Discuss / Approve rehabilitation of the main well, and other small wells.
3. Discuss/edit/approve new job description of Administrative office manager.
4. Discuss/approve requiring two signatures on TWSD checks, one signature being a board member.
5. Appoint a Board member to initiate a review of the office policy manual, reporting to the BOD any suggested updates for approval.
6. Discuss, vote to approve/disapprove reassigning the position of Custodian of Records to the position of Compliance Officer.
7. Discuss/Approve removal of the fire suppression system in kitchen.
8. Discuss/Approve the purchase of a new copy machine for the TWSD office.
9. Junior Lifeguard Presentation and discussion.

PUBLIC QUESTION AND ANSWER SESSION

DIRECTOR'S REMARKS

MOTION TO ADJOURN

Bylaws 5.02 Citizen Participation: All persons so desiring shall be permitted to attend and listen to the deliberations or proceedings. The methods of receiving comments from the public are hereby listed. Members of the public may participate in the discussion of agenda items that have received a motion and second by Board members in the following manner. At least ten minutes prior to the start of a regular or special meeting, members of the public may place their names on a list stating which agenda item they would like to discuss. After each Board member has had an opportunity to speak the chairman will call on members of the public in the order that their names appear on the list. There will be a five-minute time limit for each speaker. All comments shall be addressed to the chair. Members of the public may be permitted to make comments at any time during a meeting, if recognized by the Chairman, as allowed by Robert's Revised Rules of Order.

Bylaws 5.05 (H): If you are an individual with a disability who needs service to attend or participate in the meeting, please contact the General Manager at (575) 987-2250 or email the General Manager at gm@timberonwater.com at least one week prior to the meeting or as soon as possible. This institution is an equal opportunity provided and employer. TWSD is a drug free workplace. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested on the form. Send your complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, DC 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov