

MINUTES OF THE MEETING
MEETING OF THE BOARD OF DIRECTORS
of the Timberon Water and Sanitation District
January 27, 2022 6:00 pm
Timberon Community Center, "Lodge"
1 Bobwhite Circle, Timberon, NM 88350

Saluting American and New Mexico flags was accomplished and the invocation said.

Chairman Michael Gonzalez read a letter to the board from Timothy Mahoney resigning his position as a Director. Timothy Mahoney resigned his position due to ill health, leaving this position open for the board to fill.

Chairman Michael Gonzalez called roll, attending the meeting were Chairman Michael Gonzalez, Vice Chairman Jules Neal, Treasurer Terri Borzoni, Director Richard McMullen, Secretary Sharon Vails.

APPROVAL OF AGENDA

Chairman Michael Gonzalez called for approval of the agenda, Vice Chairman Jules Neal motioned to approve the agenda, Director Richard McMullen seconded it, Chairman Michael Gonzalez called for a vote, Treasurer Terri Borzoni voted yes, Vice Chairman Jules Neal voted yes, Director Richard McMullen voted yes, Chairman Michael Gonzalez voted yes, Agenda approved.

1. Discuss/Approve salary increase/guidance of salary range for David Hudson due to successfully completing his level to water operator certification exam on December 7, 2021.

Director Richard McMullen wants to know why we are intervening on the General Manager's job of giving a raise. He feels that it is the General Manager's job to give raises and did not realize that Mr. Duckett had asked for the board to intervene. Dave Hudson is now level II and the union sets the raise at one dollar (\$1) per hour with a three month probation. The General Manager read the wage per hour, based on section 9.4 of wages from the union handbook, page 18 of union contract, last page, appendix A. Basically he's given the raise with no stipulations. The General Manager wanted to give him extra duties to justify extra pay. The pay is retroactive to December 7, 2021 which is when he completed the certification. The General Manager explained level II qualifications just put him one step closer to a level IV qualification. Director Richard McMullen motioned to authorize a one dollar (\$1) an hour raise for the level II position, Treasurer Terri Borzoni seconded the motion, Chairman Michael Gonzalez called for a vote, Treasurer Terri Borzoni voted yes, Vice Chairman Jules Neal voted yes, Director Richard McMullen voted yes, Chairman Michael Gonzalez voted yes allowing General Manager to make the pay retroactive to December 7 and merit raise on the 30th. Motion passed.

2. Approve Minutes of the January 17, 2022, Regular Meeting.

Treasurer Terri Borzoni motioned to approve, Vice Chairman Jules Neal seconds the motion, Chairman Michael Gonzalez called for the vote, Treasurer Terri Borzoni voted yes, Vice Chairman Jules Neal voted yes, Director Richard McMullen voted yes, Chairman Michael Gonzalez voted yes, minutes approved.

3. Review/Discuss the financial income/revenue statement prepared by Granite Mountain Accounting concerning the financial state of the district.

Chairman states on our current trajectory we are going to have a shortfall. Shortfall in property tax, halfway thru the year our revenue for the year is going to miss the 1.3 million mark we need for the 1.3 million in expenditures. We are not on track for revenue to meet those expenditures.

GM says we are not in the \$14,000 red, but in reality, we are \$ 93,000 in the black. General Manager says the data that Granite Mountain used was information from the week before and that's how fast the budget can change. Wants to offer new data to raise the red to black. We are not showing all the revenue to meet the expenditures, General Manager says we are on track to meet the budget, he says he would like to meet weekly with Granite Mountain to show that there is just too much "flux" to show that there really is a shortfall. Chairman doesn't think we are on track. There are not detailed enough invoices. Purchases items from Amazon but they don't itemize what was actually bought, only shows a lump sum figure. Chairman Michael Gonzalez said there needs to be itemized entries into QuickBooks for all purchases. Director Richard McMullen asks does the profit and loss consider the influx of new people, new constructions, new property tax as income? Was that figured into profit and loss statement? Chairman Michael Gonzalez replied, "this is a guideline to keep us on track for spending." General Manager wants to give more information and have Granite Mountain fine tune it to give us better numbers to work with. Please Note: General Manager tried to provide an accounting update countering the Certified Public Accountants Income Statement, information which was provided by the General Manager, without any evidence to the contrary.

4. Discuss/Approve the possible hiring of a bookkeeper, set hours, (part time or full time), set the days to be worked and salary range.

Director Richard McMullen feels water department needs an office person as soon as possible in order to staff the office and to be open five days a week. The board is looking at part-time, the job must be posted for seven days. Looking at inner personnel before looking at outside for hiring. The job must be posted a minimum of seven days. General Manager feels that he needs two full-time employees in the office, especially to meet the qualifications of cross training employees QuickBooks qualification a must. The board says 25 hours a week maximum. The person that is hired must be qualified on QuickBooks, they will be learning to do grants, will help with upkeep of the records. the General Manager wants to set the hours saying what about part-time as a backup of Nan, what about summer seasonal answering the phones, taking messages, filing, etc. General Manager wants to make a decision on the employee's hours. Chairman says no, says the board will set the hours. Minimum wage per union. Treasurer Terri Borzoni motioned 90 day probation 25 hours a week, five days a week five hours a day. Director Richard McMullen seconds the motion Chairman Michael Gonzalez calls for a vote. Vice Chairman Jules Neal votes yes, Director Richard McMullen vote yes, Chairman Michael Gonzalez votes yes, Treasurer Terri Borzoni votes yes, motion is passed.

5. Discuss/Approve Granite Mountain Accounting assisting in the training of the bookkeeper. General Manager to be responsible for training.

Granite Mountain is willing to help train Vice Chairman Jules Neal wants to know at what cost from Granite Mountain. What method of training? Would it be online training? On the phone, up here or having to go to Granite Mountain. Director Richard McMullen wants to rein in costs take a wait-and-see attitude ask Granite Mountain of flesh out the cost of training before we commit to anything

6. Discuss/Approve resignation date of the current bookkeeper.

Current bookkeeper clerk is working less than 20 hours a week, flex hours. A planned final date is February 28. If the new trainee is brought in and brought up to speed quickly, then her final day could be sooner than that. The board is fine with the 28th being her last date, no problem.

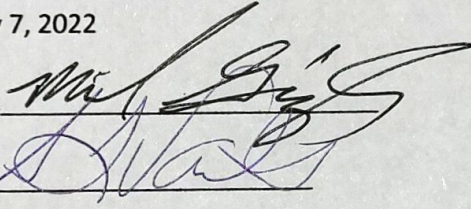
7. Discuss and Determine follow on action regarding the "TWSD Employee letter" and 2020 Audit to the board regarding PERA imbalances.

Received a letter from an employee regarding an ongoing issue with PERA retirement, she gave us 10 days to respond. This issue was originally identified in 2019 and 2020 audit and was unresolved by previous board. The employee wants the TWSD board to pay out money lump sum amount of \$41,000 to resolve this issue. Chairman Michael Gonzalez says there are still documents needed from PERA to work through this issue and the board cannot make a decision of this magnitude without consulting Carillo law firm. So, it is their decision to turn this matter over to the law firm and wait for them to advise us before taking any further action. A letter with the board's decision, will be sent to Deanna McCall from the General Manager Jesse Duckett, notifying her of this decision. Director Richard McMullen motioned to send this issue to Carillo law firm, Treasurer Terri Borzoni seconds the motion chairman Michael Gonzalez calls for a vote, Vice Chairman Jules Neal votes yes, Director Richard McMullen votes yes, Treasurer Terri Borzoni votes yes, Chairman Michael Gonzalez votes yes. The motion of turning the issue over the law firm of Carillo was passed.

Vice chairman Jules Neal motioned to adjourn the meeting. All were in agreement. Meeting adjourned at 7:45 PM.

Minutes approved February 7, 2022

Chairman Michael Gonzalez



Secretary Sharon Vails

