

## **Manager's Report 03/07/22**

In February we sold about 1.2 million gallons of water, 4.2 million gallons of water was produced... that is 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 currently 12 meters paid for and waiting to be installed, and though we have 2 line extension offers for BOD approval tonight – there is still a backlog of 9 line extension estimates to do. The system currently has 534 active meters, out of a total of 889 services. This last month 4 meter installs and 1 line extension were completed. Just in the last month, we have had quite a few leaks in the system... there were 11 in 1 area... 4 on Gila, 5 on Coronado, 1 on Dixwood, and 1 on Pike. These leaks are all in the same isolated pressure zone off Tank #3.

Our grants from the State are moving along, with the Colonias Grant has been completed and reviewed. Now we need to wait to see if it is approved. Our \$565,000 in Capital Outlay money hasn't been approved yet – but as far as we know it hasn't been vetoed by the Governor, either.

We have cleaned up the dump area again behind the District Barn, blocked it off and put up a no dumping sign. Also, JTL Auctions will be coming up on March 12<sup>th</sup> to look things over in preparation for a possible auction of old equipment, etc...

We are training our new Accounting Clerk... this is an ongoing process, but it is moving along. The FY20-21 audit had been released and the District did very well... with no new findings, 2 repeat findings (1 with modifications), and 6 other ongoing findings were resolved. Our sale of 20 surplus lots went well, we sold 11 lots for an overall total of about \$55,000, the sale was approved by the State and bidders are currently completing their payments to get the deeds. We are also

currently in the process of setting up a system on our website where information on current leaks, outages, and other problems will be posted and updated. This has hit a snag with delivery of information, but we are working on it.

Roads have not been worked on much lately, due to continuing meter installs and a lot of leaks. Currently we are 13 road repair requests behind. But since the meter installs are getting closer to being caught up 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.

Timberon Water and Sanitation District – TWSD  
Finance Committee  
Agenda  
March 02, 2022 – 1:00 p.m.

- Review Profit and Loss to annual budget
- Review Estimated Budget Projections
  
- Review property taxes for the district.
  1. Mill was changed to 7.167 for 2021.
  2. As of December, the district has been paid \$154,024.14 for 2020.
  3. If everyone pays their property for 2021 the district will receive \$138,568.33.
  4. Budgeted 181,500.00 for property taxes
    - 138,568.33 - Otero County projection
    - \$42,931.67 – shortfall
  
    - 138,568.33 – Otero County projection
    - 74,918.24 – Collected for 2021
    - \$63,649.09 – left to collect

Estimated Budget Projections  
For 2021/2022 Second Quarter

	Collected	Projection	Budget	Difference
Metered Water	184,787.94	369,575.88	388,000.00	-18,424.12
Trash Fees	34,757.33	69,514.66	70,000.00	-485.34
Facilities & Services	131,488.39	133,684.14	150,000.00	-16,315.86
F&S Prior Year	109,972.42	3-1	90,000.00	19,972.42
Property Taxes	87,089.46	3-1	181,500.00	-94,410.54
Water Standby	82,904.00	3-1	225,500.00	-142,596.00
Water Standby Prior Year	56,311.44	3-1	110,000.00	-53,688.56

	Spent	Projection	Budget	Difference
Employee Wages And Benefits	335,115.62	670,231.24	647,000.00	-23,231.24
	This doesn't include a possible raise in June			
R&M Heavy Equipment	13,219.32		14,500.00	1,280.68
Supplies	9,469.38	18,938.76	17,000.00	-1,938.76
Fuel & Oil	17,179.08	34,358.16	20,000.00	-14,358.16
Utilities – Electricity	34,567.00	3-1	66,000.00	31,433.00
Utilities – Propane	17,289.66	3-1	25,000.00	7,710.34

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

Members: Michael Gonzalez, Chairman, Jules Neal, Vice Chairman, Shannon Ramstad, Dave Chesser and Noreen Gonzalez.

Each member of the group will review the bylaws and make their track changes before forwarding the document to the next committee member. Each member will be identified by their name and color coded to identify that member. There are three types of track changes, content, formatting and comments.

Once the document has been reviewed by each committee member, the committee will meet and review the final changes.

The final draft will be given to the Board of directors of the TWSD for approval.

### **ARTICLE 12 Bylaws Amendments and Precedents**

12.01 The BOD shall have the power to alter, amend, and repeal by majority vote these Bylaws at any regular meeting of the BOD or at any special meeting of the BOD. The proposed amendments or revisions shall be entered as an agenda item and read at two (2) meetings. At the second meeting the revision, amendment or repeal shall be entered on the agenda and the proposed action shall be decided by vote of the BOD.

**MINUTES OF THE MEETING**  
**MEETING OF THE BOARD OF DIRECTORS**  
**of the Timberon Water and Sanitation District**  
**March 7, 2022 6:00 pm**  
**Timberon Community Center, "Lodge"**  
**1 Bobwhite Circle, Timberon, NM 88350**

Attending the meeting were Chairman Michael Gonzalez, Vice Chairman Jules Neal, Treasurer Terri Borzoni, Director Mark Hardy, Secretary Sharon Vails. Director Tod Barker was absent.

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

Before the meeting progressed this evening. The Chairman wanted to establish the rules of procedure for future meetings to avoid disruption such as occurred February 21 meeting. The first page of Oma (Open Meetings Act), all people shall be able to attend and listen to the meetings. Restrictions – people only attend and listen not necessarily an open forum – not open for debate – act does not authorize the public to speak out. Article 5, 5.02 all can attend and listen. This article is in review, there are three ways that audience can have their say:

- 1) members can request items be placed on the agenda for discussion.
- 2) There is a signup sheet, audience members can place their name on the signup sheet and list what agenda items that they would like to discuss. They must sign up 10 minutes prior to the meeting. At the end of the meeting, they will be called to come up and address their issue.
- 3) If they are recognized by the chair to speak.

The board doesn't want to limit anybody's rights just to maintain order during the meetings. We want community involvement.

Chairman calls for approval of the agenda, Vice Chairman motions to approve the agenda, Director Hardy seconds the motion, the Chairman calls for a vote, Vice Chairman vote yes, Treasurer votes yes, Director Hardy votes yes, the Chairman votes yes, the agenda is approved.

#### **General Manager's Report**

The General Manager's report is included as addendum one to the minutes of the meeting.

The Vice Chairman asked how many leaks were fixed, General Manager answers 11 leaks this month, isolated is coming from tank number three.

Approximately 12 meters paid for this month.

JTL Auctions due come up March 12 for assessment.

No roadwork is being done at this time, but there are 13 roadwork requests.

Chairman asked the General Manager about the vehicle in the maintenance barn and the employees being allowed to work on POV during lunch or after hours. The Chairman felt it was inappropriate action. The General Manager states all employees have been told they are no longer allowed free reign to use TWSD assets for personal use. Not to mention the possible insurance ramifications if somebody were to get hurt.

Vice Chairman asked why Amy Lane was in the back office. General manager answered because Amy Lane claimed that her check was incorrect and she came into the office to have it corrected.

The Chairman asked General Manager why he allowed an employee who had turned in her notice to quit, to take a stand alone computer home January 7-9, Friday through Monday. Why was Amy Lane allowed to take that computer home? There were no protocols in place to allow such an action. General Manager said there was a

backup done of the computer before it left the building, he saw nothing wrong with allowing this. The Chairman and Granite Mountain CPA firm feels that it was an inappropriate action.

Vice Chairman also brought up bid procurement. It was done incorrectly. The bidding for propane closed on January 27, 2022. The bid for propane was received 28 January 2022 a day late, bidding was closed. Yet it was still awarded to Mountain Propane where the accountant's husband worked. This is a conflict of interest, plus a bid letter was not sent out to Sierra propane only to Mountain propane. This bid was illegally done. Especially since the person accepting the bids was the accountant, she should've recused herself from having anything to do with the bidding process.

#### **Treasurer Report**

The statements have not been reconciled, so the figures she has are off until the bank statements is caught up and reconciled. It is also recommended that the office price new computers and the cost of networking them.

#### **Finance Committee**

Reviewed the profit and loss statement from March 2. Budget review shows certain line items need to be met for next month. Start looking at next year's budget for the DFA and for the budget which is due by July. Line items, most concerning is F and S, standby, metered water, trash fees and employee wages.

#### **Water Advisory**

Arden Shug did an inventory on black pipe and found 10K feet of 4 inch pipe, 70 pipes of 6 inch lines 50 feet long. Enough to do the line between the golf course well and filtration system. He and Tony McWilliams said they found the PRV near tank #2 that affects the flow meter on Dixwood. It was at 110 psig. Tony also said he is going to mark where we need fire hydrants throughout Timberon. Tony McWilliams sees major problems with 3 inch pipe when it comes to cutting into it for fire hydrants in the future. He says we need to standardize extensions with the correct size pipe now to avoid problems in the future.

#### **By-Law Committee**

An addendum is attached to the end of the minutes

#### **OLD BUSINESS**

1. Discuss/Approve old request for residential water line extension(s) with cost structure reviewed  
Tabled awaiting more information and financial figures. It was suggested to the General Manager that he needs to refigure the cost of line extensions using black pipe, third request for these figures.

#### **NEW BUSINESS**

1. Approve Regular Meeting Minutes of the February 21, 2022, Special Meeting Minutes of the February 27, 2022 and Special Meeting Minutes of the February 28, 2022.  
Chairman calls for motion, Vice Chairman motions to approve the minutes of the meetings for February 21 and February 27, Treasurer verse seconds the motion, Chairman calls for a vote, Vice Chairman votes yes, Treasurer votes yes, Director Hardy votes yes, Chairman votes yes, minutes approved.
2. Continue discussion on plans for line replacement in the district.

The Chairman and Joe Bob did a pressure survey around Timberon they found at Calcite and Sacramento inlet 190 psig and outlet 22 psig. Sacramento and Pawhuska Inlet pressure 165 psig and outlet 85 psig. Edgewood and Sacramento inlet 100 psig and outlet 85 psig. Ruby and Calcite inlet 150 psig and outlet 120 psig (damaged gauge; needs replacement). Bronco and Stallion inlet 80 psig and outlet 45 psig.

Arden and Tony McWilliams have decided that Coronado should be the first area for line replacement; 2200 feet long, do it with 4 inch line. There are no sharp corners. Tony McWilliams has already developed a parts list.

The Treasurer motions to adjourn the meeting. The Vice Chairman seconds the motion. The Chairman calls for a vote, the Vice Chairman votes yes, the Treasurer votes yes, Director Hardy votes yes, the Chairman votes yes, the meeting adjourned at 8:34 PM

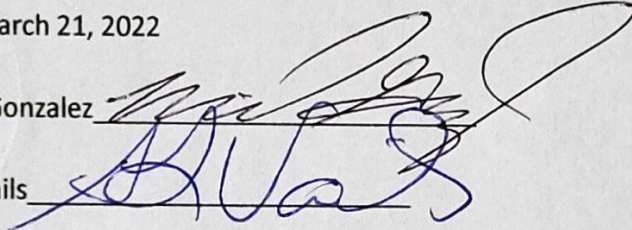
**Directors Remarks**

There were no Director remarks

Approve minutes March 21, 2022

Chairman Michael Gonzalez

Secretary Sharon Vails

Handwritten signatures in blue ink. The top signature is for Michael Gonzalez, and the bottom signature is for Sharon Vails. Both signatures are written over horizontal lines.