

MINUTES - REGULAR MEETING
Board of Directors of the Timberon Water & Sanitation District
June 27, 2023, 4:00 PM
Location: Timberon Community Center Lodge
1 Bobwhite Cir., Timberon NM 88350

The meeting was called to order at 4:00 PM

Invocation and Pledge of Allegiance

Salute to the flag of New Mexico: “I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures.”

Roll Call

Chairman Theresa Ratley, Vice Chairman Mark Harding, Treasurer Terri Borzoni, Director Sharon Vails, and Director Paul Hagemann were all present. Nanette Thorell as our BOD Secretary.

Approval of Agenda

Vice Chairman Harding had changes to be made to the agenda. Under new business item 3, at the end of Environment, it needs to say “Department. The agreement is identified as project number SAP-23-H4161-GFR”

Also under item 6, we will not be administering the oath to Patricia.

Director Hagemann made a motion to approve the agenda with the changes. Vice Chairman Harding seconded. The Chairman called for a vote. The Vice Chairman voted yes, the Treasurer voted yes, Director Hagemann voted yes, and Director Vails voted yes. The motion carried.

General Manager’s Report

Interim General Manager Mark Harding gave his report. Two new meters were installed, one installation is pending due to a rock shelf at the site for which the new backhoe is needed. Six line leaks were repaired in the last two weeks, five meter box leaks were repaired. The General Hydronics Utilities crew is finished putting in the line crossing the golf course, they should be up to Pawhuska sometime later next week. Talked to the Districts insurance agent again yesterday afternoon and she is hoping to have liability insurance before the holiday but no promises. The Swimming pool is ready to open pending insurance. TWSD offices will close at noon on the 30th and reopen on July 5th. The emergency number is 575-987-2450. There will be water operators on standby during the holiday and will be at the plant monitoring the levels on tank #2.

Audience discussion included suggestions for having the pool open for longer hours during the holidays, and a possible Sunday Fun Day, with a free swimming day for the community. No decisions were made as this was not an agenda item but will be included in the next meeting agenda.

Treasurer’s Report

Treasurer Terri Borzoni gave her report: Purchase Requisitions are all caught up, deposits are all caught up, bank statements and credit cards are balanced. Change of procedure – previously the bills were paid at the end of the month. For efficiency, bills will now be paid as they come in

and Treasurer Borzoni will have a weekly report for the BOD. The Interim budget has been sent to the state and is being reviewed. On Thursday there will be another budget meeting. Arden Schug and Brad Howard will be helping with the budget. Accounts: Standby \$125,872.90 is believed to be restricted savings for a loan and is being investigated. \$166,719.86 has been there for a long time. Our other reserve of \$7,924.00 is also believed to be for a loan. Operational Account available balance is \$70,676.55, USDA \$1,036.65, Restricted Reserves \$85,934.83 Facilities & Services \$20,082.34.

Chairman Ratley asked about the USDA Report, Treasurer Borzoni answered that they will be working on that at the meeting Thursday. Chairman Ratley thanked the Treasurer and the Budget Committee for their hard work.

Old Business

1. Discuss Special Meeting to redo the April 25/28 TWSD Meeting. Two TWSD BOD Resolutions were passed at this meeting and are null and void at this time.

Director Vails reported that she talked to the DFA, the USDA, the AG and Ruby of Granite Mountain Accounting and their instructions were for us to cross out the typos and send them a copy of the minutes. There was some discussion about the OMA with regards to the typo. The discussion was tabled, as the minutes in question have not been approved yet.

New Business

1. Approve Regular Minutes of June 13, 2023.

The Approval was tabled until the next meeting since the minutes are unavailable.

2. Discuss/Approve Resolution 2022/2023-013. Whereas, the Board of Directors of Timberon WSD of Otero County of the State of New Mexico shall enter into a Grant Agreement with the State of New Mexico Environment Department. The agreement is identified as project number SAP-23-H4160-GFR.

Director Hagemann made a motion to approve Resolution 2022/2023-013. Vice Chairman Harding Seconded. Chairman Ratley called for a vote. Treasurer Borzoni voted yes. Vice Chairman Harding voted yes. Director Hagemann voted yes. Director Vails voted yes. The motion carried.

3. Discuss/Approve Resolution 2022/2023-014. Whereas the Board of Directors of Timberon WSD of Otero County of the State of New Mexico shall enter into a Grant Agreement with the State of New Mexico Environment. SAP-23-H4161-GFR.

Vice Chairman Harding made a motion to approve Resolution 2022/2023-014. Director Hagemann Seconded. Chairman Ratley called for a vote. Treasurer Borzoni voted yes. Vice Chairman Harding voted yes, Director Hagemann voted yes. Director Vails voted yes. The motion carried.

There was some discussion between the audience and the BOD about the workflow for approving grants.

4. Review / Accept / Decline 40 Standby liens in the amount of \$31,879.69.

Treasurer Borzoni made a motion to approve 40 Standby liens in the amount of \$31,879.69. Director Hagemann seconded. Chairman Ratley called for a vote. Treasurer Borzoni voted yes. Vice Chairman Harding voted yes, Director Hagemann voted yes. Director Vails voted yes. The motion carried.

5. Update information regarding general liability insurance. Bonds available for new board members are \$100.00 for \$25,000.00 coverage and current board members can increase their coverage pay out of pocket for extra coverage.

The issue was discussed at length, there was nothing to vote on. A motion was made by Treasurer Borzoni to table item 5 on the agenda. Director Hagemann seconded. Vice Chairman called for a vote, Treasurer Borzoni voted yes, Director Hagemann voted yes. The motion carried.

6. Administer oath of office to our new secretary Patricia Menefee.

Due to personal issues, Ms Menefee has declined to be the secretary. Nanette Thorell has offered to step in to fill the position. The issue/appointment will be put on the next agenda.

At this point, Chairman Ratley tendered her resignation to the TWSD Board of Directors, passed the tools of the Chairman to Vice Chairman Harding, and exited the meeting.

Subsequently, Director Vails tendered her resignation to the TWSD Board of Directors and exited the meeting.

Continuing with item 6, Director Hagemann made a motion to table item 6 until the next meeting. Treasurer Borzoni seconded. Vice Chairman Harding called for a vote. Treasurer Borzoni voted yes, Director Hagemann voted yes. The motion carried.

Treasurer Borzoni made a motion to take a 10 minute break. Director Hagemann seconded. Treasurer Borzoni voted yes. Director Hagemann voted yes. The motion carried.

The meeting was again called to order after the break.

7. Discuss the duties of the Secretary per the bylaws, “6.08 Secretary of the Board of Directors – The secretary of the BOD shall: A. Keep, in a well-bound book, the minutes and records of all proceedings, minutes of all open meetings, certificates, contracts, bonds given by employees and all corporate acts which shall be open to public inspection. Page 8 TWSD Bylaws Revised/approved September 05, 2022. B. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law. C. With the exception of medical records, be the custodian of the Board of Directors of TWSD records only and of the seal of TWSD and see that the seal of TWSD is affixed to all documents, the execution of which on behalf of TWSD under its seal is duly authorized. D. Keep a register of the post office address and phone number for each director.”

There was some discussion by the BOD members and questions about the location of the Seal. Opening it to audience discussion, it was brought up by audience member and former Chairman Rick McMullen that the BOD Secretary does not have to be sworn in, it is an appointment, the BOD needs to vote on it and the incoming Secretary needs to accept. As long as they are paid their regular wages for hours worked and any overtime, it will not interfere with CWA Union rules. Item 6 did not need a vote and it was decided to table the appointment of the BOD Secretary until the next meeting.

8. Discuss update on IPRA requests filed between 5/15/2023 to present by the current custodian of records.”

Vice Chairman Harding as General Manager provided the update since the records custodians are no longer BOD members. There are about 20 IPRA requests that have gone unfulfilled.

9. Discuss/Approve Appointing a records Custodian IPRA “14/2/7. Designation of Custodian; Each public body shall designate at least one custodian of public records who shall: A. Receive requests, including electronic mail or facsimile, to inspect public records; B. Respond to requests in the same

medium, electronic or paper, in which the request was made in addition to any other medium that the custodian deems appropriate.”

Discussion ensued. Treasurer Borzoni made a motion to table agenda item number 9 until after item 10 was addressed. Director Hageman seconded. Vice Chairman Harding called for a vote. Treasurer Borzoni voted yes. Director Hageman voted yes. The motion carried.

10. Discuss TWSD Job Postings for 1. General Manager and 2. Administrative Assistant.

Vice Chairman Harding stated that both these positions have been previously approved by the BOD. Treasurer Borzoni will look into the budget and see what kind of funds will be available in order to move forward with this.

11. Discuss removing the draft minutes of the Special Meeting of Sunday, June 18, 2023 from the website.


It was agreed that as soon as the minutes are approved and finalized, the draft minutes will be replaced by the official approved minutes.

Director's Remarks

Treasurer Borzoni thanked everyone for their participation. Director Hagemann reminded the BOD that we need to get the keys back from the departed BOD members. Vice Chairman asked for a motion to adjourn, Treasurer Borzoni made the motion to adjourn, Director Hagemann seconded, Treasurer Borzoni voted yes, Director Hagemann voted yes, the motion carried, and the meeting was adjourned at 6:07 PM

Minutes approved:

Vice Chairman, Mark Harding



Secretary, Nanette Thorell

