

MINUTES OF THE NOVEMBER 2, 2021
REGULAR MEEING OF THE TWSD BOARD OF DIRECTORS

Attending the meeting were Chairman Richard McMullen, Vice Chairman Timothy Mahoney, Treasurer Kelly Clark, Secretary Linda Martin, and Director Lillian Devine.

Saluting of the flags was accomplished.

Approval of the Agenda. Director Devine moved to approve the agenda as written, and Director Mahoney seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

General Manager's Report. The General Manager gave his report.

1. In October we sold about 1.3 million gallons of water, pumped 4.9 million gallons into the system. That was 3.6 million gallons of water unaccounted for. That is 73.6% water loss, better than the 80% last month. Water loss is everything we put into the system minus what is sold. Faulty meters, flushing lines, taking samples, and of course leaks all figure in as part of the loss. Last month we had a huge leak on Dominion, from a valve hidden way off the road, out in a pile of dead, downed trees and bushes. It wasn't on the water maps; it wasn't in an areas monitored by the SCADA flow stations. It was totally invisible, except for the effect it was having on filling our main storage tank. Everything adds up. For example, that wet spot you see in the road could easily contribute 100,000 gallons a month to the loss total. The difference between our lowest loss for the year (58%) and the highest (80%) is only 10 wet spots. So please report any leaks you see, no matter how small, to the office.
2. Our filtration plant has been offline for over a week due to the air compressor seizing up. We have purchased a more conventional compressor that was available locally, making sure parts and service are also locally available. This compressor has been installed and everything is up and running. The Spring is doing the same now as at the start of the year; 180gpm to 200gpm.
3. Currently our system has approximately 800 meters. There are over 26 meters paid for and waiting to be installed. We also have a backlog of about 11 line extensions to do.
4. The request for Sealed Bids on the District's 20 Lot Bulk Sale is being advertised. Information is available on our website. The deadline to submit a bid is November 8th by 3pm. The minimum bid is \$95,000.
5. Purchasing, Receiving, and Inventory is being moved to the TWSD Maintenance Shop. It will be under the charge of Ilene Ricketts. Ilene is in the process of setting things up now. Approvals and Payments will still go through the office. This will accomplish the paper trail the auditors have been wanting for years and help us in the next yearly audit.
6. The office is looking into the possibility of using Quickbooks Online for TWSD accounting. Currently this has not gotten past the weighing of the pros and cons.
7. We have been cited by the Otero County Code Enforcement for some furniture and building materials dumped at one of the small slash pits off London Hunt. This brings home the urgency of addressing our other waste problems that have built up during the COVID boom.
8. We are still working on the roads but not much was done this last month. Most of the month our "road crew" was pulled in to help with water problems and meter installations. This will

eventually change and we will get back to your road, but are currently not working on a schedule for grading. Instead, we are going by work orders that people have requested. Call the office and put in a work order if your road has an especially bad or dangerous problem. Director Martin asked how many meters were active. The GM replied that there were 700. Audience member Noreen Gonzalez asked why the bathrooms at the park are closed in winter. The GM stated that there is no heating or lights. She also asked about the posting on Facebook that she mentioned at the last meeting. The GM stated that it didn't matter, it was not there anymore, and no more postings are available on Facebook from the TWSD website.

Treasurer Report. Director Clark read the bank balances.

F&S, \$261,659.44; Short Lived, \$159,414.49; Standby, \$39,482.34; Operations, \$46,414.54; Water Asset Management Restricted Reserves, \$77,377.13 (Transferred \$778.15 from Past due Standby); Reserve, \$7,671.60; USDA Loan, \$853.52.

Committee Reports.

A Recreation Committee is currently being formed.

Budget committee. Chair of the committee, Noreen Gonzalez stated that the meeting was on October 28th and 1 pm. She stated that the GM attended and gave a good overview. The RM report needs to be broken down further for more accurate amounts. Supplies need to be broken down more. Fuel and oil costs are already at \$12,000 for first quarter and only \$20,000 was allocated for the year. She stated that if people paid through the computer, funds could be saved on Postage and Mail. They will be looking into the P&L at the next meeting. She stated that she was impressed with the GM's presentation and with the budget. Chairman McMullen asked about the pie chart for F&S funds and the GM replied he didn't have that yet. Audience member Arden Schug complimented the GM and stated he was very helpful.

Water Advisory Committee. Chair of the committee Arden Schug stated that there should be a limit of \$300,000 for the engineers' design for the reservoirs at the plant. The GM stated that he will look into it. He asked the board to set priorities for the following:

1. Install water line between GC well and the Filtration Plant.
2. Create accurate map of water system showing all of the valves in their proper state and current state.
3. Conduct a study of possible hammer caused by filling Tank 6 with 200gpm.
4. Implement leakage study.

There was much discussion. Chairman McMullen asked Chair Schug was priorities he recommended. Mr. Schug replied that:

- Priority One should be Number 1 (water line between GC and Filtration Plant).
- Priority Two should be Number 4 (implement leakage study).
- Priority Three should be Number 3 (study of hammer).
- Priority Four should be Number 2 (accurate map).

There was more discussion. Mr. Schug stated that he could recruit volunteers.

Chairman McMullen moved to approve the recommended priorities with no time limit and to be worked out between the GM and Mr. Schug. Director Martin seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

Old Business.

Discuss/Approve updating and revising the By-Laws, Office Policies and Procedures, and the Employee Handbook. There was some discussion. Director Martin moved to establish a committee. Chairman McMullen stated he would like to be on the committee along with Noreen Gonzalez. Director Clark seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

Discuss/Approve DTI improvements/repairs. No DTI representatives were present. Director Martin moved to table this item until the next meeting and Director Devine seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

New Business.

Approve Minutes of the October 16, 2021, Regular Meeting. Director Martin moved to approve the minutes as written and dispense with the reading. Director Devine seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

Discuss/Approve actions to deal with dump area behind the TWSD Maintenance Shop, both immediate and long term (may include authorization for equipment purchase). The GM explained that the area behind the Maintenance Shop was getting out of control, it's becoming a monster. The GM stated that he needed a Skid-loader. He said we can rent one for about \$1,500 a week. There was much discussion. Chairman McMullen moved to table an approval of purchasing a Skid loader until the next meeting and Director Martin seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

Discuss/Approve moving our accounting system to Quickbooks Online. The GM explained why he was considering this. He stated that he was still looking into the Pros and Cons. There was some discussion. Director Martin moved to table this item until the next meeting and Director Clark seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the motion passed.

Set Agenda for November 13, 2021. Director Martin read the items.

Directors Remarks.

Director Martin thanked the audience for their input and comments.

Director Mahoney thanked all.

Director Clark thanked all.

Director Devine thanked the audience for attending.

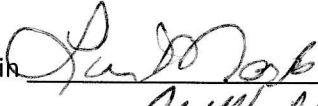
Chairman McMullen thanked the audience for their input and for attending.

Audience member Arden Schug stated that we have two cisterns but could get two more for redundancy.

Director Martin moved to adjourn the meeting and Director Clark seconded. Chairman McMullen, Directors Mahoney, Clark, Martin, and Devine voted aye, and the meeting was adjourned.

Minutes approved November 13, 2021.

Secretary Linda Martin



Chairman Richard McMullen

