

NOTICE OF MEETING – posted 5/26/2025

AGENDA - SPECIAL MEETING

Board of Directors of Timberon Water and Sanitation District

Thursday May 29, 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

OLD BUSINESS:

- 1. Discuss/Approve minutes of the May 13th Regular Meeting.**
- 2. Discuss/Approve minutes of the May 15th Special Meeting.**

NEW BUSINESS

- 1. Discuss/Approve the new job description of Administrative Office Manager**
- 2. Discuss/Adopt Resolution #2024/2025-002 Interim Budget for FY 2025/2026**
- 3. Board official recognition of employee head count.**
- 4. Board official approval of the inventory at the Maintenance facility.**
- 5. Discuss/Approve ICIP list.**
- 6. Discuss/Approve the purchase of payroll software offered by uAttend time clock company.**
- 7. Discuss/Approve the revision of the Lodge Lease Agreement to include Special Occasions and the Pool Rental for private parties.**

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