

REGULAR MEETING MINUTES

Board of Directors of Timberon Water and Sanitation District

April 4, 2022, 6 P.M.

1 Bobwhite Circle, Timberon, NM 88350

Timberon Community Center (Lodge)

Roll call of the Board

Chairman Michael Gonzalez, Vice-Chairman Jules Neal, Treasurer Terri Borzoni, Director Mark Harding, Secretary Sharon Vails, present, Director Tod Barker absent.

Approval of Agenda

The Treasurer motioned to approve, Vice Chairman seconded the motion, the Chairman called for a vote, Vice-Chairman voted yes, Treasurer voted yes, Director the Chairman voted yes, Director Harding voted yes, agenda approved.

Meeting to reconvene April 5th at 6 p.m. due to the fire and folks needed to respond or be near their homes.

Vice Chairman motioned to close meeting and reconvene April 5th at 6 p.m. Director Harding seconds the motion. The Chairman called for a vote, Vice-Chairman voted yes, Treasurer voted yes, Director the Chairman voted yes, Director Harding voted yes, motion approved.

Meeting adjourned at 6:10 p.m.

MEETING RECONVENED

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Timberon Community Center (Lodge)

Roll call of the Board

Chairman Michael Gonzalez, Vice-Chairman Jules Neal, Treasurer Terri Borzoni, Director Mark Harding, Director Barker, Secretary Sharon Vails, present.

Vice Chairman motioned to reconvene the meeting, Director Barker seconded the motion, the Chairman called for votes, the Vice-Chairman votes yes, the Treasurer votes yes, Director Harding votes yes, Director Barker votes yes. The motion passed.

Tony McWilliams, Fire Chief stopped by and gave thanks to the members and board members and to Jesse Duckett for the assistance in fighting the fire on the evening and night of April 4th. And to the community members who provided food, who cooked and assisted in many other ways. Our thanks also to the many folks who helped save our community.

General Manager's Report

See addendum

The Treasurer asked the General Manager how many meters were installed. The General Manager answered: it's 5 meters were installed and there are still 12 more to go.

Treasurer's Report

There are no reconciled balances yet. \$30,000 was transferred to replenish cash balance from F&S to Operational account. The spent money goes for running the district. The finance committee will be meeting on April 7th and April 14th. At the April 18th board meeting a financial report will be given at this time.

Committee Reports:

Water Advisory Committee

Line replacement is going to start with Coronado first, then Gila. The PRV for tank number three will be replaced as soon as possible. They are waiting for parts for the PRV installation. The pressure right now is in excess of 100 psig and needs to be less than 75. Work needs to get started on the golf course line, but it will be at least a month until they can get 60% to get it started.

Coronado and Gila will be using the existing HDEP. It has been determined that it will be less expensive to buy the 750 foot roles to save on welding and it will speed up the project by not having to do as much welding. Going to do a test run on Dixwood, Timber, Winter, but it was delayed by a week due to the fire.

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

The second reading of the bylaws was done by the Chairman. The employee handbook is now in review.

Old Business

1. Second reading of the amended/revised Timberon Water and Sanitation District Bylaws. Was read by the Chairman.
2. Approve the findings of new equipment to be used for communications for the public/board if a quorum of the board is not present.
There was a presentation by Terri Ratley of options for purchase of new equipment to replace telephone call-in equipment that is currently costing the district several hundred dollars a month to operate. New equipment may include a projector and a set up to allow Zoom meetings. OMA does not require that the district provide for audio accommodations for the public, it was originally done for the convenience of the board during covid to create a quorum allowing the board to conduct board business. It has continued as a courtesy to the public but has become a costly problem and is often disruptive. A new system could allow folks to a Zoom meeting would allow them to watch and listen but could be muted to cut distractions or select a person at a time to speak. We have open meetings so anyone may attend meetings at any time. An initial setup fee for the equipment and no monthly fee would be a great cost savings for the district.
3. Discuss/Approve new/old request for residential water line extension(s) with cost structure review.
Increased offer to \$20 a foot for line extension. So the 1730 foot line extension would now be \$34,600, not including the meter, six-inch pipe HDEP on part of the line, it is determined they would never recoup the cost in standby fees, this is not a viable project. It does not appear there will be much housing growth in that direction.
#2 - On Cherokee Way off Pawhuska 300 feet at \$6000, any excess monies will be returned to the customer.

#3 – On Pickeral/Mackeral 300 feet at \$6000 4 inch HDEP, but it may possibly incur excess cost due to equipment rental. There is already housing growth out there, evidence there is a need for additional water lines.

Vice-Chairman motions to deny the 1730 foot line extension, Director Barker seconds the motion, the Chairman calls for votes, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, the Chairman votes yes, the request is denied.

On the line extension for Cherokee Way, the Vice-Chairman motions to approve 300 feet on Cherokee way, Director Barker seconds the motion. The Chairman calls for a vote the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, the Chairman votes yes, the request is approved.

On the line extension for Pickeral/Mackeral. The Vice-Chairman motions to approve, Director Harding seconds the motion. The Chairman calls for a vote the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes no, the Chairman votes yes, the request is approved.

New Business:

1. Approve minutes from March 21, 2022, Regular Meeting.

The Vice-Chairman motions to approve the minutes from March 21, 2022, Regular Meeting, Director Harding seconds the motion. The Chairman called for a vote the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes, the Minutes are approved.

2. Approve minutes from April 01, 2022, Special Meeting.

The Treasurer motions to approve the minutes from April 01, 2022, Special Meeting, Director Harding seconds the motion. The Chairman calls for a vote, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes, the Minutes are approved.

3. Discuss/Approve Spec out type of pipe - HDEP on all repairs and new installs.

Much discussion ensued on diameter of the lines and water pressures and what adapters are going to cost. It was suggested that areas be marked out on maps based on the pressures for those areas being designated as to what lines would go there as in R11 or nine or 13.5 etc.

Vice Chairman motions to use HDEP piping on the BHI project on the jumper line from the golf course well line to the water treatment plant and on all water line replacement and extensions. Director Barker seconds the motion and the Chairman called for a vote, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes. The motion is approved.

4. Discuss/Approve days/hours and months the pool will be open for the 2022 season.

Memorial Day May 28 until Labor Day Sept 5th Unless weather nice, then the days extended.

Hours 10-6, 5 days a week, closed Tuesdays and Thursdays.

Director Harding motions to approve Memorial Day weekend until Labor Day weekend with possible changes due to weather with hours 10-6, closed Tuesdays and Thursdays. Vice Chairman seconds, and the Chairman called for a vote, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes. The motion is approved.

5. Discuss/Approve number of seasonal employees to work at the pool for the 2022 season.

Need to hire 3 lifeguards, General Manager was asked to start advertising for lifeguards.

There needs to be 2 lifeguards on duty and a spare to juggle the hours. Shauntel Kuene has volunteered to help with scheduling, classes scheduling and such. She has done this before and is familiar how it runs who will be wanting to use the pool, i.e. church groups summer vacation groups. Vice Chairman motions to approve up to 3 live guards, Director Barker seconds the motion and the Chairman called for a vote, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes. The motion is passed.

6. Discuss/Approve daily swimming fees/seasonal passes for individual and families.

\$4.00 a day swim fee per person, per day, no rain checks, no passes. Lifeguards collect monies and turn it in to the office daily.

Director Harding motions to approve the fee, Director Barker seconds the motion and the Chairman called for a vote, the Treasurer votes yes, the Vice-Chairman votes no, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes. The motion is passed.

7. Discuss/Approve fees for renting the pool.

Rental would be a 2 hour minimum, \$125 first hour, \$75 per each hour thereafter. Number of people in party no more than pool capacity. No pool rental during open swim hours at the pool. Rental after hours, night hours, or Tuesdays or Thursdays.

Vice Chairman motions to approve setting the Rental fees at \$125 first hour \$75 each hour after that, 2 hour minimum up to pool capacity, no rental during normal pool hours of operation, Director Barker seconds the motion, the Chairman called for a vote, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes. The motion is approved setting the rental fees.

Director Harding motions to adjourn the meeting, Director Harding seconds, the Chairman calls for the vote, the Treasurer votes yes, the Vice-Chairman votes yes, Director Barker votes yes, Director Harding votes yes, the Chairman votes yes.

The meeting is adjourned 9:37 p.m.

Minutes approved April 18, 2022

Chairman Michael Gonzalez

Secretary Sharon Vails

Manager's Report 04/05/22

In March we had an 80% water loss. Our filtration plant is doing good, producing 35% of our water. The Spring is doing the same, putting out about 160gpm to 180gpm. There are still 12 water meters waiting to be installed, with 5 installs being done in the last weeks. There are currently 3 line extensions estimates waiting for BOD approval, and a backlog of 8 line extension estimates to do. The system currently has 542 active meters, out of a total of 896 services. Over the last month, we have had quite a few leaks in the system...

Our grants from the State are moving along, we haven't heard anything recently. Getting the office caught up and training in moving along very well... we are almost there. The quarterly reports to DFA and USDA are due soon, as is the Annual Budget – we are getting ready for that. Also, it is about that time to go out for an RFP in preparation for our annual audit.

JTL Auctions are scheduled for a visit to look things over on Saturday the 9th in preparation for a possible auction of old equipment, etc... The pool is being worked on to get it ready for the summer, we will start on the golf course next. And don't forget the easter egg hunt this weekend, here at the Lodge.

There was a fire recently, burning about 35 acres - mostly on District land – the old back nine of the golf course. We would like to thank all the firefighters – and everyone who helped put it out.

I apologize for the shortness of this report... it is not that way because nothing is going on, just that so much has been happening there was hardly time to put it together. I promise it will be a longer report next time.