

GENERAL MANAGER'S REPORT
(Presented November 21, 2009)

Submitted by Dr. Martin D. Moore, General Manager
Timberon Water and Sanitation District (TWSD)

A. Introduction

The purpose of this report is to update the Board of Directors and the public on work performed by TWSD staff and volunteers.

B. Progress Summary: Accomplishments

Accomplishments in this reporting period include:

- A commitment from New Mexico Homeland Security to reimburse TWSD an additional \$24,000 +/- for FEMA 2006 flood work.
- Approximately \$133,000 in additional grant reimbursement requests has been submitted for grant related work.
- It has now been almost eleven (11) months since the last community wide water outage.
- The lower trout lake behind the lodge has been sealed with TWSD's stockpile of Betonite and we are test filling the bottom of the lake to check for leaks.
- An extremely productive meeting was held with the State Department of Finance. In this meeting, a portion of the reconciled financial records was shown to them, and they were extremely pleased with the work being done to reconcile the books, and the condition of the organized records.

C. Professional Activities:

Water

- Water leaks continue to be monitored and fixed, with priorities based on severity. TWSD has received payment for an 800 foot water line extension. The pipe parts, and supplies for this work have also been ordered.
- TWSD will be ordering the new Pressure Reducing Valve and flush point piping / materials on Main Street to regulate water pressure in the main business sector of town.
- The new spring water membrane filtration system has arrived and is seated in place. The interior and exterior plumbing parts and supplies list is being priced out and will be ordered shortly.

Recreation

The golf course greens and fairways have been aerated, fertilized, and watered in preparation for winter. A winter watering schedule is now in place for the greens.

The fishing lakes continue to hold healthy populations of trout, and the water temperature are just about right for some good late fall fishing.

The swimming pool re-surfacing project is waiting for re-authorization of the swimming pool grant by the State Department of Finance and Administration. In addition, we still await New Mexico Environmental Department clearance for final work.

Roads

- General maintenance of TWSD roads has stopped due to the lack of sufficient General Fund tax revenues. FEMA road work is getting to commence on approximately 31 roads within Timmeron.
- TWSD heavy equipment is being serviced and repaired as needed in preparation for FEMA road work.

Solid Waste

Nothing new to report.

Maintenance

A “courtesy” health and safety inspection has been conducted by New Mexico Occupational Health and Safety (OSHA) on TWSD equipment, land, and structures. A number of improvements are required. Major issues we have already started addressing include, but are not limited to:

Constructing a proper containment area around gas and diesel tanks

Installing a roll cage on the front end loader that meets industrial safety requirements

Re-wiring the maintenance barn

Installing eye wash stations in the maintenance barn and the water treatment plant

Administration

TWSD has notified the union and employees of reductions in hours, short term layoffs, or dismissal due to a shortage of available funds. As a result of this, the following changes in personnel have taken place:

The full time office clerical contract position held by Deanna McCall has been eliminated.

The seasonal golf course / maintenance worker has been laid off until next spring.

TWSD is advertising for two heavy equipment operators to assist with FEMA work. These will be paid for with FEMA grant reimbursement funds.

Debbie Palmer has been transferred from the part time General Office Clerical position into the Water Billing Clerk position.

The General Office Clerical position was advertised as a 20 hour per week “Collective bargaining eligible” position. One application (from Deanna McCall) was received during the open period, which was advertised in town and on the TWSD website. She was interviewed and hired, effective Monday as a union-eligible employee.

TWSD is hiring a part time meter reader. This hire has been postponed for several months, and is needed to allow water operation field personnel to perform paid for water line extensions.

The office will continue to be closed to the public on Fridays. If you need to make a payment on Fridays, please drop them in the payment slot.

TWSD Worker’s Compensation insurance coverage has been changed to reflect three (3) office staff (including the general manager) and four (4) field staff.

TWSD financial transactions have been entered and reconciled for fiscal years 2007/2008 and 2008/2009. Fiscal Year 2006/2007 is underway. The records for the 2007/2008 audit have been prepared, with the exception of the finalized trial balance and general ledgers which await reconciled ending balance numbers for 2006/2007.

The 2006/2007 audit has a timeline for end of December, 2009 completion. The audit will include financial reporting, contracting, and fund use issues raised in that fiscal year.

The 2007/2008 audit has a projected timeline for end of January, 2010 completion. The audit will include financial reporting, contracting, and fund use issues raised in that fiscal year.

For the 2008/2009 audit, I have received a verbal agreement from Accounting and Consulting Group to do this audit, as identified in the TWSD Board approved proposal. The New Mexico State Auditor's Office has agreed to work with TWSD to complete the proper paperwork related to a work agreement for this audit. The audit will include financial reporting, contracting, and fund use issues raised in that fiscal year.

An RFP has not yet been released for the staff attorney position. TWSD does not have sufficient funds at this time to ensure retention of this position, and requests Board direction.

An RFP has not yet been released for continued accounting services, and TWSD is requesting Board approval in this meeting's agenda to continue working with Sharon Northcott.