

MINUTES OF THE APRIL 7, 2020
REGULAR MEETING OF THE TWSD BOARD OF DIRECTORS

Attending the meeting were Chairman Richard McMullen, Treasurer Faith McLemore, Secretary Linda Martin, and Director Timothy Mahoney.

Saluting of the flags was accomplished.

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

General Manager's Report. The General Manager, Jesse Duckett was introduced as the new General Manager, and gave his report.

1. He is trying to get through everything as the new GM.
2. Looking into a survey of the lodge property because there may be a question of encroachment.
3. The contract with Preston for maintenance of the water plant filtration system is being discussed.
4. We had a sampling violation because it was turned in one month early; working on a schedule.
5. He is looking into the Golf Course well.
6. There is some dispute between Stephen Deal, Matt, Bohannon Houston, and others.
7. Looking into personnel policy.
8. The slash pit was pushed.
9. Housekeeper, Ilene Ricketts, will be painting the lodge bathrooms.
10. The office employees are working from home. The field workers are using separate vehicles.

Director McLemore asked if the time clocks are being used. She asked to have the workers write down time in and out instead of total hours on the timesheet and a brief summary of what was accomplished. Chairman McMullen explained, again, that the office is closed, and employees are working from home. There was also a problem with the time clocks working correctly and not reading fingerprints. Chairman McMullen asked if Nan answered the lawyer concerning questions about liens. The GM will look into it.

Audience member, Arden Schug (on the conference line) asked the status of the filtration plant, if it was online. The GM responded it was not online yet because of dispute (see number six, above).

Audience member, Noreen Gonzalez (on the conference line) asked how the water payments were being accomplished (at the office or from home). Director Martin stated that the payments were kept in the safe. The GM will ask Nan what the current process is.

The GM will follow up on employee bonds (something the previous GM was looking into).

Treasurer's Report. Director McLemore read the bank balances as of April 4, 2020: Checking, \$69,905.67; ; Restricted, \$53,496.77; F&S, \$132,470.636; Short term asset, \$115,141.06; Construction Loan, \$852.02. She didn't have amounts for Standby and USDA Debt. She read several items from the bylaws and state statute concerning responsibilities of the treasurer. The GM will get with Amy to get information to Director McLemore. Added by Director McLemore: "i stated quickbooks was removed from the laptop and i have been denied access to quickbooks and account info. went to the bank to get

the account summaries. I stated it is hard for me to complete my official duties when i have no access to information. Rick stated the program was out of date. GM will get another license for compatible quickbooks for treasurer laptop. I reiterated 4.11 of ByLAWS that one board member cannot make decisions on their own. TWSD BYLAW 6.07 and 2018 new.mexico State Statues 73;12 Personelle policy 901.6 were gone over."

Committee Reports.

Budget Committee. Director McLemore will get with the GM and Amy for the April committee meeting information.

Personnel Policy Committee. Committee head, Kathleen Robb stated that they need to look into teleconferencing. There is a planned meeting for April 23rd at 1:00pm.

Appoint and swear in new board member. Chairman McMullen took a vote. Directors Mahoney, Martin, and Chairman McMullen voted for Lillian Devine. Director McLemore voted for Kathleen Robb. Director Martin explained that at the last election Lillian Devine got slightly less votes than Ronald Wyatt and that is why she is voting for her. Chairman McMullen, Directors McLemore, Martin, and Mahoney voted for Lillian Devine. Chairman McMullen gave Lillian Devine the oath of office.

Select Vice Chairman. Director Martin nominated Director Mahoney to be the Vice Chairman and Director McLemore seconded. Director Mahoney accepted the nomination. Chairman McMullen, Directors McLemore and Martin voted aye, and the motion passed.

Old Business.

Announce results of General Manager selection. Mr. Jesse Duckett has been selected and hired. He was been on the job for approximately two weeks.

Carissa Springs update of the March 26th meeting. There is no update.

Discuss/Approve Accounting Contract. There was much discussion concerning if an outside accounting firm is required. Director McLemore stated that there were many errors on the General Ledger although she couldn't state specifically what they were. Director McLemore is going to check with state agencies concerning an outside consulting firm and if they need to be bonded, etc. Director Martin moved to table this item until the next meeting and Director McLemore seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed. Director McLemore added: "Marilyn is not an accountant nor has a bondor liability insurance. It was stated that Amy requested help for bookkeeping. Noreen asked how are we paying Marilyn working and being paid without the board approving the contract."

Discuss/Approve land purchase. There was some discussion of whether the offeror of the land is authorized to sell the property. Director Martin moved to table this item until more information is

available and Director McLemore seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

Discuss/Approve/Update of generator purchases for Tank Two and Maintenance Shop. The GM stated that he was getting additional bids. Director Martin questioned the need for a generator at the Maintenance Shop. There was some discussion. Director Martin moved to table this item until the next meeting and Director McLemore seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

New Business.

Approve Minutes of the March 21, 2020 Regular Meeting. Director McLemore had an addition to the minutes. Director McLemore moved to approve the minutes with the addition and dispense with the reading. Director Devine seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

Approve Minutes of the March 30, 2020 Special Meeting. Director Martin moved to approve the minutes as written and dispense with the reading. Director Mahoney seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

Discuss/Approve letter to the PRC. Chairman McMullen explained that our attorney recommended we send this letter to the PRC staff to be presented to the PRC board at their next meeting. It is actually a letter to TWSD customers explaining the procedures TWSD took to approve a 2% increase of water rates. After approval of these draft minutes, a copy will be sent to our attorney and posted for TWSD customers. Director Martin moved to approve the letter and Director McLemore seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

Director McLemore moved to table the next four agenda items concerning financial reports and resolutions for USDA and DFA until the next meeting. Director Martin seconded. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

Update on auction and/or disposal of unused parts and equipment. Director Mahoney explained that everything is on hold right now due to the Corona/COVID 19 virus. He stated that he will get with the GM and take pictures of the items. He then will post on the Buy/Sell/Trade Facebook page and get bids for the parts/equipment. Chairman McMullen moved to have Director Mahoney and the GM proceed at their discretion and post items wherever they see fit. Director Devine seconded. There was some discussion concerning property and getting an additional dumpster. This is still being looked into by the GM. Chairman McMullen, Directors Mahoney, McLemore, Martin, and Devine voted aye, and the motion passed.

Discuss free conference call information. Director McLemore is still looking into getting an 800 number so community can call in without using our current long-distance telephone number. She will get more information for the April 18th meeting.

Update on Bulk Water. Chairman McMullen stated that this has not yet been approved by the PRC. This will be on the May agenda.

Discuss additional dumpster. This was already discussed.

Discuss/Approve committee for a community garden. Chairman McMullen stated that this is not a TWSD function. TWSD needs to investigate whether or not we can let the community use TWSD property for this. There would have to be a release of liability form filled out by the participants. Chairman McMullen will check with the attorney and get the information to the GM.

Set agenda for April 18, 2020. The secretary read the agenda items and stated that she needed any additions/changes by Tuesday, April 14th.

Directors Remarks.

Director Devine asked for the board to bear with her while she is learning.

Director Martin advised all to stay safe. She thanked all who participated by telephone and stated that, hopefully, we'll have a toll-free number soon.

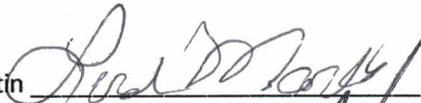
Director McLemore said, "Stay safe."

Director Mahoney had no comments.

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

Minutes approved April 18, 2020.

Secretary Linda Martin



Chairman Richard McMullen

