

El Creston Mutual Domestic Water Consumers Association

Board Meeting Minutes

Thursday March 2, 2017 7:00 pm 49 Mirasol Road, Ojitos Frios Ranches Subdivision

Present: Joe Zebrowski, Gene Solyntjes, Crystal Gallegos, Karyl Lyne Members of the public: Mitch Barker, Ken King, Jim Peters, Linda Solyntjes, Cheryl Zebrowski *Macomber*

1. **Call to order and proof of quorum**—Meeting was called to order at 7:02 pm with a quorum present.
2. **Proof of notice of meeting**—Notices were distributed as usual.
3. **Approval of Agenda**—The agenda was approved unanimously. Crystal/Gene
4. **Approval of previous meeting minutes** – Minutes from the February 2 regular board meeting were approved with the spelling correction of *Macomber*. Crystal/Gene
5. **Treasurer's Report**—See attached. *Macomber*
6. **New business**
 - a. **Water System Phase I Update**
 - i. **Current Issues** --
 - ii. **Planned completion steps and scheduling** – Pressure testing of the system by Souder/Miller and Hayes resulted in no leaks. The transformer is installed at the well site. The water tank passed the rub test and has to be sanitized with chlorinated water which will be supplied and removed by Hayes. The final punch list meeting will be with Souder/Miller and Hayes and Gene and Crystal will do that. This needs to include the Ojitos Frios HOA road rehabilitation requests. The Dorothy residents need to talk about road restoration there. The application for water rights and notice must be in the newspaper for 3 weeks. We have a 6th hydrant at the north end of Mira Sol. A map of the system is underway by a graduate student at NMHU taking Joe's mapping class.
 - iii. **Review and ratification of contract activities** – The contract activity represents \$1.3 million invested. All contracts & changes have been signed by the program manager of the State Environment Department Drinking Water Bureau and the El Creston Board President. A motion was made and seconded (Karyl/Crystal) to adopt El Creston Resolution 2017-05 Ratifying and Affirming Amendments of Agreements for the El Creston Water Improvement Project. Motion carried.
 - iv. **Law suit has been filed in the San Miguel Magistrate Court** – A motion was made (Crystal/Karyl) and seconded that Ken King is authorized to enter appearance in behalf of El Creston Mutual Domestic Water Consumers' Association. Motion passed unanimously.
 - b. **Review of current and planned funding applications**
 - i. **Water Trust Board** – The current funding will be closed out by May 16.
 1. **2017**—Application has been submitted. \$700K to build out to the fire station and vicinity, as well as CR A20 near Mira Sol. Ken will speak with

members of the community near the line regarding joining the association.

- ii. **Legislative Capital Outlay**
 - 1. **2015**—*Is expended.*
 - 2. **2016**—*Is expended.*
 - 3. **2017 Request**—*Initial request (\$28K) submitted. Amount based on conversations between Ramon and Rep. Salazar and Senator Stefanics.*
 - iii. **NMFA Planning Grant Application** – *This will be for \$50K to update the El Creston PER, which is “stale” after 5 years. Cost estimates need to be updated so accurate capital outlay requests can be made. This will be submitted to the Finance Authority.*
 - iv. **DWSRF** – *Project Interest Form in development. No proposal developed yet.*
 - v. **USDA**—*Evaluating advantages compared to DWSRF*
- c. **Water hauling** – *There were 6 deliveries by Sal Maese in February.*
- i. **Recent compliance issues**—*All sampling violation public notices have been handled.*
 - ii. **Water operator contract**—*Submitted. Need to set up invoicing process.*
 - iii. **Review of current needs and activities** -- *Driver ad submitted to LV Optic. Need to reimburse Ricardo for the ad (please request the receipt from him and get him reimbursed.)*
- d. **Membership drive update/number of members**—
- i. *In reviewing the bylaws, Cheryl discovered that membership must be affirmed by a vote of the board, even though membership documents have been signed by the board president and secretary. This will be done at the late March board meeting.*
 - ii. *Cheryl submitted a membership analysis dated March 2, 2017 indicating one cancelled membership, 3 properties not owned by the original owners where the El Creston membership has not been transferred to the new owners and 2 properties that are not current on El Creston assessments. Cheryl and Ken will draft a letter explaining membership transfer and send them with delivery confirmation.*
- e. **Rules and Regulations document review**—*Joe sent a draft of the rules and regulations (based on the El Valle Association’s rules and regulations) with the help of Ken and Jim to the 15 households to be connected to the system. Joe will arrange face-to-face meetings with these people to go over the rules and regulations. Two major points of the rules are that wells cannot be used for indoor use and catchment systems cannot back flow into the El Creston system, which is accomplished with the use of anti-backflow siphons. The adoption of these rules and regulations by the membership will occur at the membership meeting on March 25.*
- f. **Election planning**—*Mitch Barker sent the initial letters announcing board vacancies of President, Vice President, Secretary and Board Member, and inviting candidates/nominees in mid-February with a deadline to nominate by March 10. That deadline was extended to March 13. Mitch will also prepare and send the letter with the ballot, which people complete and mail back before the Annual Meeting on March 25.*

- g. Annual meeting planning** *The ballots are opened and counted at the membership meeting at 3 pm on Saturday, March 25 at the Sheridan Fire Station. Mitch, Liz Valenzuela and Cheryl Zebrowski volunteered to bring refreshments. Mitch will promote the meeting to the membership, Joe will create the agenda and Ramon Lucero, the Souder/Miller Project Manager will be present.*
 - h. Upcoming training**—*Joe has signed up for Asset Management training on March 18. Anyone is welcome to sign up. Joe wants to take on this project when he is off the board. Also there is a Basic Financial Management training scheduled in Las Vegas on May 6.*

Communicating with the Public about Water Infrastructure 2-9-17 Webinar EFCN

Financing for the Future-Financial Longevity for Municipal Operations 2-16-17 Webinar EFCN

Basic Financial Management (6 board & operator credit hours) 5-6-17 Las Vegas EFCN
- 7. Public comment** --None
 - 8. Review action items**—*Identify slate of officers for ballot, create and distribute ballots, promote the annual meeting, meet with Souder/Miller and Hays to review punch list*
 - 9. Next meeting date**—*March 25, 2017 4-6 pm Sheridan Fire Station*
 - 10. Adjourn**—*Meeting was adjourned at 8:21 pm.*

Respectfully submitted

Karyl Lyne, Secretary

- 1) **Activity Summary** - As of 3/02/17, we have \$3,851.86 in Checking and \$3,669.22 in Savings with a combined Checking and savings total of \$7,721.08.
- 2) **Deliveries**- Salomon Jr. Maese will be paid for 6 deliveries and 1 Service pay on March 5 for the month of February 2017.
- 3) **City of Las Vegas**- \$199.82 due on March 3,2017 for service period of 12-09-2016 to 01/08/2017.
- 4) **Truck Expenses**- No information given on truck expenses for February 2017 at this time.
- 5) **Expenses paid**- Boost Mobile \$32.52, Philadelphia Insurance Companies \$595.00
- 6) **Upcoming Payments** - NM Finance Authority/WTB due in June. Las Vegas Optic \$93.22 for employment ad.