

El Creston Mutual Domestic Water Consumers Association

June 4, 2020 Board meeting
Approved July 2nd
Via ZOOM Videoconference

In attendance: Gene Solyntjes, Cheryl Zebrowski, Dennis Ditmanson, Liz Valenzuela, Anna Aragon, Mitch Barker Public: Jim Peters

1. Meeting called to order at 7:01 pm with a quorum in attendance.
2. Notice of this meeting was emailed and posted.
3. Motion made and seconded to approve the agenda. (Liz/Anna) Motion passed unanimously.
4. Motion made and seconded to approve the minutes from May 7th with the removal of Anna Aragon in attendance. (Liz/Mitch) Motion passed unanimously.
5. Reports
 - a. Treasurer's report attached
 - i. Liz reported that we had an exit interview with the state auditor on May 29th and they did not find any issues. A final report will be forthcoming.
 - ii. Jim presented an update budget for the year, as well as reviewed the projected revenues and expenses for 2021 which was needed for the WTB application. See attached.
 - b. Water System
 - i. Operator's Report: nothing received.
 - c. Funding
 - i. Capital Outlay
 1. We have \$110,000 from 2019 and awaiting approval of \$50,000 for 2020. The \$110,000 is being used for design services for phase III and any extra for construction of phase II. The \$50,000 will be used for construction of phase III.
 - ii. Water Trust Board
 1. We received a letter of award determination awarding us the \$499,999 we had asked for. This will be used for construction of Phase III, the Roadrunner-Coyote loop.
 - d. Souder Miller advertised the request for bids for construction of phase II on May 25th in the *Albuquerque Journal*. There will be an on site visit for bidders on June 10th at 10:00 am at the intersection of the county road and Mira Sol. Board members are encouraged to attend. Bids will close on June 24th. We will then review the bids to select a contractor.
 - e. Water Hauling Report: 11 deliveries in May.
 - f. Membership Report: Nothing to report.
6. Old Business
 - a. Cheryl has signed us up for Microsoft Business Basic service, and is working with their technical support to transfer our e-mails and Dropbox files.

- b. We reviewed sections I-VI of our bylaws, of which any changes must be approved by the membership. Dennis noted that we are not a non-profit as indicated in the heading and Article II. It was suggested that we replace that with Mutual Domestic Water Consumers Association, as that is our legal status. Wording in Article IV regarding residential and Entity memberships is confusing. Dennis and Cheryl will work on this. We will be reviewing Articles VII-X next month.
7. New Business
- a. Motion made and seconded to approval payment of \$5,126.00 for our WTB loan WPF-874. (Cheryl/Mitch) Motion passed unanimously
 - b. Design Contract with Souder Miller
 - i. In order to stay within our design services budget, the contract is omitting the sit-down review until after NMED approval. Dennis will look into the easement issue.
 - ii. Motion made and seconded to approve the contract with Souder Miller for design services of phase III. (Dennis/Mitch) Motion passed unanimously.
 - c. All board members should sign a Conflict of Interest statement. Cheryl will e-mail the form and have members return (via mail or e-mail) the signed form.
8. Public Comment
9. Calendar Review for Upcoming Tasks
- a. ICIP is due in September. The Asset Management Team should begin meeting in July.
 - b. CCR is due to NMED on the 15th and sent to customers by July 1st. El Valle is working on this for both water hauling and our system.
 - c. Remind customers to send in meter reading by July 10th.
10. Action Items:
- a. Review Bylaws Sections VII-X
11. The next meeting will be July 2nd via Zoom
12. Meeting adjourned at 8:11 p.m.

Respectfully submitted by Cheryl Zebrowski, Secretary

EL CRESTON MDWCA

Treasurer's Items for Regular Meeting 6-4-2020

- 1) a. **Checking account balance ending 5/31/2020: \$7,472.61****

Transfer to Savings:	\$500.00
Outstanding checks (2):	\$425.00
Pending Deposit\$678.65

Current Checking Balance (6-4-20): \$7,121.23

- b. **Savings account balance ending 5/31/2020: \$7,401.56**

Savings Transfer	+500.00
<u>Current balance (6-4-20)</u>	<u>\$ 7,901.56</u>

- c. **OVERALL TOTAL CASH BALANCE: (6/4/2020): \$15,022.79**

2. **May Water Deliveries: 11 Revenues received: \$1,420.00**

Water Hauling Sales: \$1,156.00

Water Charges: \$264.00

3. **May Truck Expenses: - \$79.07**

4. **Water Connection/Standby Payments (March-May 2020) – Revenues received:
\$725.85**

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2020 Budget Actual Comparison as of 4/30/2020

	2020 Actual as of April 30th	Budget as of April 30th	Difference	2020 full year Budget	2020 Budget for balance of 2020	2021 Budget with Phase 2
Beginning Cash						
Water hauling operating reserve	\$ 2,374.00	\$ 2,374.00		\$ 2,374.00	\$ 2,374.00	\$ 2,374.00
Unreserved	9,228.70	9,228.71		9,228.70	12,273.84	9,228.70
Total Beginning Cash	11,602.70	11,602.71		11,602.70	14,647.84	11,602.70
Water System						
Revenues						
Assessments		-	-	2,643.75	2,643.75	1,968.75
Connection revenues	2,947.04	3,388.00	(440.96)	10,164.00	6,776.00	16,632.00
Donations		33.33	(33.33)	100.00	66.67	100.00
Gross receipts tax	177.60	185.60	(8.00)	556.80	371.20	961.20
Standby charges	584.86	324.00	260.86	972.00	648.00	2,592.00
Total System Revenues	3,709.50	3,930.93	(221.43)	14,436.55	10,505.62	22,253.95
Expenses						
Certified water operator	700.00	700.00	-	2,100.00	1,400.00	2,100.00
D & O Insurance		-	-	707.00	707.00	707.00
Easement leases	700.00	600.00	(100.00)	600.00	-	600.00
Electrical costs	116.91	238.33	121.42	715.00	476.67	1,170.00
Gross receipts tax		185.60	185.60	556.80	371.20	961.20
Legal and professional fees		166.67	166.67	500.00	333.33	500.00
Loan payment - court settlement	1,000.00	1,000.00	-	1,500.00	500.00	
Miscellaneous	11.95	33.33	21.38	100.00	66.67	100.00
Property and liability insurance		-	-	953.00	953.00	953.00
Software				126.16	126.16	126.16
Supplies and administrative expenses		41.33	41.33	124.00	82.67	124.00
System Planning Loan		-	-	532.00	532.00	532.00
Website		-	-	190.00	190.00	190.00
WTB #1 loan payment	-	-	-	5,127.00	5,127.00	5,127.00
WTB #2 loan payment	-	-	-	-	-	2,566.14
Total System Expenses	2,528.86	2,965.27	436.41	13,830.96	10,865.69	15,756.50
Net System Cash Flows	1,180.64	965.67	214.97	605.59	(360.08)	6,497.45
Water Hauling						
Revenues						
Hauling fees	3,730.00	3,072.00	658.00	10,464.00	7,392.00	8,064.00
Water charges	840.00	768.00	72.00	2,616.00	1,848.00	2,016.00
Total Water Hauling Revenues	4,570.00	3,840.00	730.00	13,080.00	9,240.00	10,080.00
Expenses						
Driver gross wages	877.32	1,120.00	242.68	3,815.00	2,695.00	2,940.00
Driver payroll taxes	316.78	108.08	(208.70)	368.15	260.07	283.71
Gas	281.57	296.96	15.39	1,011.52	714.56	779.52
Gross receipts tax		153.60	153.60	523.20	369.60	403.20
Insurance - truck liability		-	-	493.00	493.00	493.00
Insurance - workman's comp		-	-	1,101.00	1,101.00	1,101.00
Maintenance	432.59	342.33	(90.26)	1,027.00	684.67	1,027.00
Truck license		-	-	49.35	49.35	49.35
Water costs	797.24	763.52	(33.72)	2,600.74	1,837.22	2,004.24
Total Operating Expenses	2,705.50	2,784.49	78.99	10,988.96	8,204.46	9,081.02
Net Water Hauling cash flows	1,864.50	1,055.51	808.99	2,091.04	1,035.54	998.98
Net Cash Flows	\$ 3,045.14	2,021.17	1,023.97	\$ 2,696.63	675.46	\$ 7,496.43
Ending Cash Balance						
Water hauling operating reserve	2,374.00	2,374.00	-	2,374.00	2,374.00	2,374.00
Unreserved	12,273.84	11,249.88	\$ 1,023.96	11,925.33	12,949.30	16,725.13
Total Ending Cash Balance	\$ 14,647.84	\$ 13,623.88	\$ 1,023.96	14,299.33	\$ 15,323.30	19,099.13