

El Creston Mutual Domestic Water Consumers Association

September 3, 2020 Board meeting

Approved October 8th

49 Mira Sol Drive, Ojitos Frios Ranches Subdivision

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

1. Meeting called to order at 7:12 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/Dennis) Motion passed unanimously.
4. Motion made and seconded to approve the minutes from August 6th. (Anna/Liz) Motion passed unanimously.
5. Reports
 - a. Treasurer's report attached
 - i. Liz has done a tremendous amount of work to calculate our gross receipts tax. She has drafted a letter to the Taxation and Revenue Department. Please review and let Liz know of any suggestions.
 - ii. Audit: Souder Miller says they can bill us for the remainder of the design work after the 1st of the year so we don't have to do the Tier 3 AUP this year.
 - b. Water System
 - i. Operator's Report. Lead testing done July 16th. We received 3 months worth of reports from Carlos. Gene is trying to schedule a time to meet with him to go over any maintenance issues.
 - ii. There is still some confusion regarding charges for water usage over 4,000 gallons. We should review and update the rate schedule at our October budget meeting.
 - c. Funding Review
 - i. 2019 WTB (\$499,999) – Construction of Phase 2 (Mira Sol & CRA20)
 - ii. 2019 Capital Outlay (\$110,000) – Design Phase 3 (Coyote & Roadrunner) and construction of Phase 2
 - iii. 2020 WTB (\$499,999) – Construction of Phase 3
 - iv. 2020 Capital Outlay (\$50,000) – Construction of Phase 3, although we have not received notice that this will be awarded.
 - d. Phase II Update – Need to get Rules & Regulations and Level of Service Agreement to all who are hooking up. Cheryl will e-mail them.
 - e. Phase III Update – Need to get commitment letters. Cheryl will e-mail our members. People who aren't members should be contacted.
 - f. Water Hauling Report: 7 deliveries in August. Leno Barboa is taking over deliveries while Sal is recovering from surgery.
 - g. Membership Report: Still need membership and water rights fees from Brandon Salas. We just received the membership applications from Steva Maley and Laloni

Martin who are purchasing Ben Bailey's property. They applied for two memberships. Henry Joe Garcia has caught up on his bill.

6. Old Business
 - a. Performance Bond: Nothing to report
 - b. Bylaw changes: Dennis sent out proposed wording for Article 4 and would like Anna to review for any possible legal errors.
 - c. The notice for Engineering Services was published in the Santa Fe New Mexican on August 26th with the deadline to respond by September 11th. Gene, Dennis and Ric will evaluate the proposals.
7. New Business
 - a. Update to Procurement Policy
 - i. Motion made and seconded (Dennis/Anna) to update the procurement policy to require any expenditures over \$2,000 be approved by the board and a second signature on expenditures over \$5,000. Motion passed unanimously.
 - b. The annual assessments should go out in September. Dennis reports that the new members are aware that this will be coming.
8. Public Comment: None
9. Calendar Review for Upcoming Tasks
 - a. Annual assessments to be sent out in September
 - b. Budget and rates review in October
 - c. Remind customers to send in their meter reading by October 10th.
10. Action Items:
 - a. Cheryl will mail out assessments, and e-mail the rules and regs to phase II customers.
 - b. Gene, Dennis and Ric will rate the RFPs.
 - c. Anna will review Article 4 of the Bylaws.
 - d. Dennis and Cheryl will work on commitment letter for phase 3 customers
11. The next meeting will be October 8th since the bank statements aren't ready until the 2nd of the month.
12. Meeting adjourned at 7:55 p.m.

Respectfully submitted by Cheryl Zebrowski, Secretary

EL CRESTON MDWCA

Treasurer's Items for Regular Meeting 9-3-2020

- 1) a. **Checking account balance ending 8/31/2020: \$6,403.02**

Transfer to Savings:	- \$250.00
Outstanding Check (1):	- \$178.50
Cleared Items: (3)	- \$ 49.73
Deposit – 9/3/2020	+ \$1,011.05

Current Checking Balance (9-3-20): \$6,935.84

- b. **Savings account balance ending 8/31/2020: \$4,901.69**

Savings Transfer	+250.00
<u>Current balance (9-3-20)</u>	<u>\$5,151.69</u>

- c. **OVERALL TOTAL CASH BALANCE: (9/3/2020): \$12,087.53**

2. **August Water Deliveries: Seven (7) Revenues received: \$920.00**
Water Hauling Sales: \$752.00
Water Charges: \$168.00
3. **August Truck Expenses: - \$72.00**
4. **Water Connection/Standby Payments (June-July 2020) – Revenues received: \$863.10**
*** 2018 (2 months), 2019 (12 months) and 2020 (6 months) STANDBY C: \$537.60**
5. **Miscellaneous Revenues Received:**
- | | |
|--|-----------------|
| New Membership Fees (3): Martinez, Martin & Maley | \$750.00 |
| 2017 & 2018 Assessment fees: | \$135.00 |