

**El Creston Mutual Domestic Water Consumers' Association**

Thursday, November 3, 2022, 7:00 pm

Board meeting

Via Video Conference

<https://zoom.us/j/93603021957>

1. Call to order and proof of quorum – 7:06 PM. Conrad, Matt, Doug, Doug, Liz, Gene (joined at 7:45). Guests: Jim Peters, Wendy Leavens, Bonnie Bolton, Barbra.
2. Proof of notice of this meeting – Email & Optic
3. Approval of Agenda – Conrad, Doug.
4. Approval of meeting minutes from October 6, 2022 – Liz, Doug.
5. Reports
  - a. Treasurer's report – As provided by Liz. Conrad asked how often money is transferred to savings (usually monthly). Still need an invoice for tank maintenance and electrical work so more has been left in checking than normal.
  - b. Water System
    - i. Operator's Report - None
  - c. Funding
    - i. Capital Outlay Award – No updates. Conrad will contact Souder Miller
    - ii. Water Trust Board – No updates.
  - d. Membership Report – No updates/changes. Possible new connection for property across from Conrad.
6. Old Business
  - a. Asset management plan progress (ICIP) – No updates. Souder Miller may be waiting for confirmation. There may be some outstanding forms and a resolution will need to be adopted.
  - b. Website management – Doug was able to access and has updated the board member list etc. May want to make some changes/upgrades. Doug will review prior to next meeting.
  - c. Electronic Payments Update – Liz did not make contact with Wells Fargo. Majority of member use bank bill pay or checks. We need to determine if there is interest in taking electronic payments, given the cost per transaction. Card reader and web site upgrades would also be additional costs. No one has made a request for some time. Tabled due to current lack of interest from members.
  - d. Tank maintenance – September 8, 2022 – Email was sent to Conrad indicating they were holding the report pending payment, but no invoice has been received. No invoice has been received from electrician either.

- e. New (potential) 100-acre subdivision with potential water from El Creston. State engineer indicates we can choose whether to allow additional properties into association, but we cannot exceed 6 acre-feet. Since there has been no formal request to connect, there is not any decision to be made at this time. If there is a formal request, we should put the vote out to the entire membership.

We would need to get the monthly reading from the main pump output to determine the actual annual usage. Liz will look for the numbers and send out to the board. (Year to date ~1.377 acre feet.)

- f. CCR Certification – missed deadline. Doug will reach out to NM State Environment Department to determine if we still need to submit the report since we no longer are hauling water. Report was from city since that was to source of water that was delivered up until September 2021.

#### 7. New Business

- a. 2023 Budget – Jim Peters. Documents were sent to board earlier in the day.

Some specific recommendations: Allocated significant funds to reserve for capital, loan and maintenance. Savings should be used for reserve funds with checking for more ready cash. ICIP can provide some guidance for capital and maintenance reserves. Should look at larger contribution for reserves initially, as a catch up and reduce that amount in subsequent years. Jim and Liz to refine numbers and present to board at December meeting for formal approval along with resolutions for reserve fund allocations.

Conrad asked if board should keep an attorney on retainer. Option would be to have one engaged with a pre-defined rate in case legal expertise is required. Possibly multiple resources would be required.

- 8. Public comment – Barbra asked if phone chain email can be forwarded to El Creston members many of whom are outside of the homeowner's association. No objection was raised.
- 9. Calendar Review for upcoming tasks. – No known tasks due before December meeting. Liz and Jim will have budget for December meeting.
- 10. Next meeting date: Thursday, December 1, 2022.
- 11. Adjourn – 8:25, Doug, Gene & Liz.