

# DRAFT

Big Mesa MDWCA

Minutes from April 13, 2019

Meeting called to order at 9:03am by President Dave Artery.

BOD Members present: Dave Artery, Jeff Strom, Jeff Mechenbier, Steve Jones

The members recited the Pledge of Allegiance to our flag.

There were no public comments.

Minutes of the March 9, 2019 were read by Dana Romero, acting secretary. Jeff Strom amended: BOD Members present was 4, due to resignation of Joe Nick Nekoranec, but still met quorum. Motion to accept as amended by Jeff Strom and seconded by Jeff Mechenbier. Approved as amended.

Jeff Strom gave the treasurers report. He reported we have \$127,639 in liquid assets. He compared balances as of March 31<sup>st</sup>: 2017 @ \$72,500; 2018 @ \$89,500 to current year \$122,500 which is up \$500 from just last month. Upward trend needed for future funding. We received an abbreviated Financial Statement for February along with a notice from Kelly McFarland: He is still working on an updated version of Financial Statement, to include the profit and loss statements for Water and Trash, as well as budgetary information. Dana will change the wording on the Savings Account to show "Audit Fund". A motion to accept the Treasurer's report by Jeff M. and seconded by Jeff S. Motion passed.

Bruce gave the Water Manager's Report. We had a main valve hit by the contractors here installing fiber optics. Bruce and Jay had to work overtime to repair. Bruce typed up a bill for Contractor, for repairs, for BOD to review. Bruce met with Divers while in Alb. Training. He received a quote and will be working with them to move forward. Barge frame work repairs are complete. They also added 2 new plastic flotations. Bruce still needs to complete certain items before automation: welding, 2 more check valves, analyzer equipment for chlorine residual. All can be installed by Jay and Bruce and need to be in before Automation can take place. A motion to accept the water report by Jeff Mechenbier and seconded by Jeff Strom. Motion passed.

Dana gave the Manager's report. Dana stated she had attended the NMRWA Annual Conference. She gained new insight and came back with a plan for new projects: Emergency Response plan update as well as creating an agenda for care and maintenance of our more critical assets including both storage tanks. She will also have Krista Schultz come in for special Board training as each Board member must maintain continued education credit hours. Dana has spoken to Plateau business services and is awaiting a quote for maintaining office equipment: computers, printers, new phones, internet, and possible cameras. We continue to label and update all member files electronically until complete. Election time is coming. Reminder was sent out on the back of bill for 3 open positions. The Annual Meeting will be on the 15<sup>th</sup> of June. Members will be notified to submit interest by April 15<sup>th</sup>, slate posted by May 1<sup>st</sup> and ballots mailed by May 16<sup>th</sup>. We welcomed 2 new employees, Amanda Guidry and Tina Woodward. A motion made to approve Office Manager's report by Jeff Strom and seconded by Jeff Mechenbier. Motion passed.

Rail

- Appoint new Board Member: Jeff Strom moved to accept Steve Jones as replacement for Board Member resigned, Joe (Nick) Nekoranec, 2<sup>nd</sup> by Jeff Mechenbier. Accepted Steve Jones as new member of Board of Directors. Closed.
- Web pages-Dana is awaiting the last few transfers. Meeting was postponed due to technical difficulties. Open.

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- Safety/Emergency plan- David Romero from NMRWA will come to assist with updating this plan. Open.
- PLC update: Ron Clark with Applied Products gave a presentation – moved to last item on agenda... Open
- UDSA application— At the Annual Conference Dana met with USDA/RD apply personnel and followed up with emails. They requested data necessary to compete for funding. Karen Pereira, from RCAC is still working on final application for assistance. Open
- Work barge— Waiting on completion of the motor for barge. Working barge necessary before divers can come. New anchor still needed. Open
- DWSRLF 2019— Documents have been submitted. Awaiting response. We are in good standing. Open
- 3-year audit with Sandra Rush—We continue to wait on an Executive Order to be signed by the Governor. Open
- Open Meetings Act 2019 – Jeff Strom moved to accept the Open Meeting Act for 2019, Jeff Mechenbier 2<sup>nd</sup>. Accepted the 2019 Open Meetings Act for Big Mesa MDWCA. Closed
- Truck Usage Guidelines – New Policy for Mitsubishi work truck: Not to be used for travel. Within community only. All Travel shall be done in the new Ford. Dana will apply and get a fuel card for out of town fuel purchases. Closed
- Herbicide Group—Kelly, and Anna are interested in moving forward with SWPP and working with Big Mesa MDWCA, DWB – Krista Schultz, SWPP – Jill Turner. Dana will set up conference call for all to meet and discuss our future plans for the sub-committee. At least one BOD member should be a part of process. Closed
- Executive session: Walk through with Jay for Operator Certification with Big Mesa, after completing 30 startup/shut down for water system. Personnel discussion.

Ajourn: 12:30 pm