

# DRAFT

Big Mesa MDWCA

Minutes from March 9, 2019

Meeting called to order at 9:00am by President Dave Artery.

BOD Members present: Dave Artery, Steve Morgan, Jeff Strom and Jeff Mechenbier.

The members recited the Pledge of Allegiance to our flag.

There were no public comments.

Minutes of the February 9<sup>th</sup>, 2019 were read by Lorraine Trnka, acting secretary and were approved as read by Jeff Strom and seconded by Jeff Mechenbier.

Jeff Strom gave the treasurers report. He reported we have \$122,498 in liquid assets. He also reported on his visit with Kelly McFarland about office and accounting procedures which were discussed with office personnel. He also informed the office concerning accounting of the turbidity meters and the truck purchase. Monies to pay for truck came from savings account and automation has not as yet been scheduled. A motion by Steve Morgan to accept the Treasurer's report and seconded by Jeff Mechenbier. Motion passed.

Bruce gave the Water Manager's Report stating Jay had completed 21 days of operator training. Dave questioned Bruce whether 30 cycles was enough. Bruce stated he would advise at the end of 30 days of training. He advised the Board of Hach's coming in April for the first of the training and service call connected with the service contract. Steve Morgan made a motion to accept the water report and seconded by Jeff Mechenbier. Motion passed.

Dana gave the Officer's report. Dana stated she had installed and paid for a subscription for iDrive for backing up both our front office computers and it runs automatically overnight. Asyst (billing software) assisted Dana with complete overview of the billing system and also she removed the cash control feature saving us \$250 each year. The office handles such a small amount of cash making this feature unnecessary. Since the completion of the overview Dana feels formal training is unnecessary since she self-trained prior to the overview. The office is working with FNB to automate our auto-draft system, saving hours of time spent manually entering each draft each month. We continue to label and update all member files electronically until complete. We were able to download a property list from San Miguel County and we have begun verifying account address and legal descriptions. 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>. A motion made to approve Office Manager's report by Jeff Strom and seconded by Jeff Mechenbier. Motion passed.

Rail

- Web pages-Dana was very impressed with a preview of the website. Hopefully it will be available for the BOD to review at our next meeting. Open.
- On the Safety/Emergency plans, David Romero from NMRWA is coming in March to assist with this plan. Open.
- PLC will be completed in our next fiscal year and will be paid for in stages. Approval was given to hire Applied Products Group for inspection including development of a control description. Open

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- UDSA application—Karen Pereira, from RCAC was assigned to us to work on the application. In the next few weeks, she will be working with me to finish the process and submit the application for assistance. Open
- Work barge—Need to keep three bids in file for boat motor purchase. Waiting on completion of the motor for barge. Open
- DWSRLF 2019—Our funding ratio has been changed to 75/25. Open
- Legislature funding—due to the audit situation (non-compliance) funding was denied for 2019. Closed
- Transfer station cleanup—Construction debris in the wood (tree limbs and brush material) pile. Bruce and Jay will separate incorrect material and there will be no building materials accepted. Closed
- 3 year audit with Sandra Rush—We are waiting on an Executive Order to be signed by the Governor. Open
- Tucumcari Water Rights—Request for rights to be posted for sale. Closed
- Budget changes, Resolution #00003-Approval to submit expense changes to State Department of Finance. Approval given and resolution signed. Closed
- Sub-committee—Information obtained and presented to members concerned with forming a sub-committee on Source Water Protection Plan. Closed
- Herbicide Group—Kelly, Mark and Anna furnished their pertinent information to the BOD about Forming the sub-committee and that information was forwarded to Krista Schultz who will then forward to the proper department to help them form the committee.

Ajourn: 11:15 am