

Gamerco Water & Sanitation District

Board Meeting

MINUTES

Wednesday, April 26th 2023 at 6:00 p.m
#3 Tom Komfala RD, Gamerco, N.M

1. Roll Call at 6:00 p.m.

Board President:	Kenny Carabajal Sr.	Not Present
Board Vice President:	Salvador Nava	Present
Board Treasury:	Open	
District Manager:	Open	
Board Member:	Cindy Lozano	Present

2. Approval of Agenda:

Adjustment made on agenda to update correct resolution number for the “Open Meetings Act Resolution” under section #7 New Business, letter D. Updated to Open Meetings Act Resolution 2023-0426-3

Motion of Approval by Salvador Nava, 2nd Cindy Lozano

3. Approval of Minutes:

Motion of Approval by Salvador Nava, 2nd Cindy Lozano

4. Financial Reports: Salvador Nava presented the financial reports that were provided by the Accountant. The profit and loss report shows that the total income for the month of March 2023 was \$58,288.06. The total cost of goods was \$28,903.46. This leaves GWSD at a gross profit of \$29,384.60. The expenses that GWSD incurred for the month are as follows: Computer, personnel expenses, postage, professional services, repairs & maintenance, service charges, utilities, vehicle expenses; these totaled up to \$15,196.17. This resulted in a net income of \$14,188.43.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

5. Report by Water Operator: Salvador Nava presented the water operator monthly report that was provided by water operator Teresa. The report states for the month of March, the completed projects included: Bac-T Samples were successful. Monthly reports were set up from the Antx Scada system. Pump 1's run time was 2184.83 minutes. Pump 2's run time was 4402.31 minutes. Pump 3's run time was 4364.90 minutes. Max flow rate was 511 gpm. The total gallons received from Gallup for March was 252,815.31 gallons. Average top tank water level was 23.22 feet and average booster tank water level was 27.78 feet. A proposal was submitted in relation to valve replacements. Lastly, a repair clamp was delivered to the GWSD office.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

6. Manager's Report: The managers report for the month of March reflects that office duties are going well. An effort has been made to increase the amount of collections and minimize the

amount of delinquent accounts. Work orders are being submitted and completed. GWSD reached out to New Mexico Rural Water Association for assistance in locating water leaks in the area next month.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

7. New Business:

A. Update on Gameraco Water Leaks

GWSD had a major water leak at the beginning of the month on Summit street. This leak resulted in water being shut off for the day while it was being worked on, but eventually was fixed. No other major water leaks were reported during the month. The New Mexico Rural Water Association will be coming out to help next month to try and locate any more possible leaks in the area.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

B. Discuss \$8,500 increase for new trash truck

Last year, GWSD received a loan from the state to purchase a new trash truck. An email was received in the office this past month stating the vehicle is almost done, however, it also stated there was an increase of \$8,500 for the new trash truck. Recently, The contract that was agreed upon at the time was sent in for review to determine if changes can be made to the contract. GWSD has yet to hear an update back from this. GWSD will follow up with the trash truck dealer for more information regarding this.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

C. Calendar 2022 Final Quarter Financial Report Year Ending December 31, 2022 Resolution No. 2023-0426-1

The Department of Finance Authority states GWSD has to submit budget reports every 6 months to stay compliant. The board reviewed the Calendar 2022 Final Quarter Financial Report Year Ending December 31, 2022, Resolution no. 2023-0426-1. This was approved and signed in the office by board members and was sent off to be submitted.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

D. Budget Adoption Resolution No. 2023-0426-2

The Budget Adoption Resolution No. 2023-0426-2. was reviewed in the office by board members. This was approved and signed in the office by board members and was sent off to be submitted.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

E. Open Meetings Act Resolution No. 2023-0426-3

As a public entity, GWSD must follow the open meetings act resolution for transparency which states any meetings that are held by GWSD must be available to the public. The resolution was signed off by board members.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

F. Rent Manager billing software

GWSD has considered using a new billing software called Rent Manager. The current software that GWSD is using is called Quikwater which provides a billing service based off of monthly meter reads. This software charges \$2100 per month. Compared to Rent Manager which charges \$1 per connection and GWSD currently has 396 connections. If the switch were to be made, GWSD would have to take control of mailing out their own bills. Rent Manager also doesn't provide reports for water leak detections. More research will be done in the office to compare the two services and decide if the switch is appropriate.

G. Trash can audit

GWSD has considered doing a trash can audit in order to keep track of how many trash cans are at each address. This audit will also list the serial numbers for each trash can GWSD has in use and in stock. This audit will help ensure residents will be properly billed for the amount of trash cans they use monthly. GWSD will start this process by recording trash cans block by block until the audit is completed.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

H. Contacts for after hour calls

When major water leaks are reported in the area after hours, metro dispatch reaches out to the contact on file, which is currently a board member. These calls can happen any time during the day or night when the office is closed. Due to this, it was determined any after hours calls should be given directly to whoever has the after hours cell phone and the ability to fix the issue to avoid any delays.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

I. Tampering locks for all meters not in use

In order for GWSD to efficiently record total monthly water usage, any meters that are not active will have tampering locks. GWSD will also begin to work on replacing old meters at vacant addresses.

Motion of Approval by Salvador Nava, 2nd by Cindy Lozano

8. Old Business:

A. Project for 4 inch millings in every road in Gamerao

As of the moment, the milling project needs clarification with the Board President.

B. Gas card procedure

GWSD has been receiving gas for work vehicles at T&R market this past month. Security checks are made before vehicles can be filled. GWSD receives monthly bills for usage.

C. Receipt handling procedure

Every receipt that is received in the office is being scanned to the accountant.

D. Renter's deposits

Information regarding renter's deposits is being communicated to property owners wanting to set up new services.

E. Administrative fee revision

Increase in administrative fee is in effect on April's bill.

F. Loan fee revision

Increase in loan fee is in effect on April's bill.

G. Second commercial garbage can fee revision

Increase in second commercial garbage can fee revision is in effect on April's bill.

9. Closing of Meeting at 6:48p.m.

Motioned by Salvador Nava, 2nd by Cindy Lozano