

# Gamerco Water & Sanitation District

## Board Meeting

### MINUTES

Wednesday, March 8th 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.	Present
Board Vice President:	Salvador Nava	Present
Board Treasury:	Open	
District Manager:	Open	
Board Member:	Cindy Lozano	Present

#### 2. Approval of Agenda:

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

#### 3. Approval of Minutes:

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**4. Financial Reports:** Salvador Nava presented the financial reports that were provided by the Accountant. The balance sheet showed that the total assets for GWSD are \$2,081,662.63, these include bank accounts, property, equipment, land, improvements, & vehicles. The profit and loss report for February showed a total income of \$38,547.91. GWSD was charged \$30,081.64 for the cost of goods, resulting in a total gross profit of \$8,466.27. The personnel expenses for February was \$6,524.51. Compared to January 2023, the personnel expenses were \$9,212.01 resulting in a decrease of \$2,687.50 for February. During February, GWSD also paid \$7,469.30 for total professional services, which includes accounting, billing, legal fees, meter read services, and water operator services. The total professional expenses for January was \$10,000, showing a decrease of around \$3,000 for February. Total expenses for February was \$16,203.17 resulting in a net income of -\$7,736.90.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**5. Report by Water Operator:** Teresa Garcia reported that water samples were taken and sent off and disinfection by-products will be done this summer. Once GWSD receives the Consumer Confidence Report from the City of Gallup, Teresa will work on getting the report completed and sent out to the state for review. With the help of the electric company, it was found that with the way the water is flowing in the tank, the target on the float and the wire for the transducer had the potential to get stuck together. GWSD is considering adding a solid piece instead of using the current piece that swivels. This change should prevent it from getting stuck together. Teresa also reported the new control board for Yahtahey was received and the grounding was completed. Work will be done to add this in soon and Yahtahey will be back to automatic.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**6. Manager's Report:** Kenny Carabajal Sr. reported GWSD had to face a lot of water leaks recently. Work is being done to fix these leaks as they arise. The present system is old and improvements are being made to update the system. Work in the office is running smoothly with the new secretary.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**7. New Business:**

**A. Project for 4 inch millings on every road in Gamerco**

The GWSD Board president talked with the County Commissioner regarding the roads in Gamerco needing assistance. The County Commissioner is willing to bring millings and dump them to help improve the roads. GWSD would have to pay \$30/hour for a grater to spread it. Kenny explained they would help by adding 4 inches worth of millings for every road in Gamerco. GWSD is hoping to have this done by the end of the summer. This will help the roads around Gamerco for a while but it is not a permanent fix. GWSD is working to upgrade the old water valves as soon as possible before this is done. This will prevent possible disturbance to the millings after they are placed.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**B. Gas card procedure**

GWSD was using a gas card from Speedway to fill up the work vehicles. However, this card limits the amount of gas that is available to use each month and has large fees associated with it. GWSD would like to discontinue using this gas card and switch over to using an account with T&R for gas fill-ups. Each time gas is filled up at T&R, for security, an ID has to be shown and the individual filling up must be approved by the board. A form must also be filled out each time a work vehicle is filled up.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**C. Receipt handling procedure**

GWSD has implemented the procedure that when items are charged using the business card, receipts will be brought to the office to be scanned and filed away. Any receipts will also be scanned over to the accountant.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**D. Renter's deposits**

As stated in the by laws for Gamerco Water & Sanitation District, under rate setting and usage charges it states, any landlord that rents out their property to a tenant who will be using water/trash service must make a \$100 security deposit for the renter. Once the renter leaves the address, if the account is in good standing, the \$100 security deposit will be given back to the landlord.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**E. Administrative fee revision**

GWSD has made the decision to raise the administrative fee to \$18 due to the current fee being too low to pay for services done. This increase will help Gamerco be able to

make the necessary improvements that they need for the community. This increase will be shown on the next bill coming out in April.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**F. Loan fee revision**

GWSD has made the decision to raise the loan fee to \$7. This loan fee is for the new trash truck that will be servicing our community. This in return will be benefiting all residents in Gamerco. This increase will be shown on the next bill coming out in April.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**G. Second commercial garbage can fee revision**

GWSD has made the decision to raise the fee for a second commercial garbage can to mirror the fee for a second residential garbage can at \$18 more per month. This totals the monthly bill for two commercial garbage cans to be \$48 per month.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**8. Old Business:**

**A. Begin work on Diamond St. to try and locate any water leaks**

GWSD fixed the leak that was located on Diamond St. GWSD is currently waiting for the area to dry completely because the dirt had a soup-like consistency. Currently, the area is almost dry and will be filled in again on Friday.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**B. Water Meter Audit**

With the help of Resource Wise coming down to properly link up the meters with service addresses, recent meter reads ran smoothly for Gamerco and Yahtahey. This improvement will help alleviate GWSD's financials from now on.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**C. Clarification on payment methods**

The updated methods of payments have been going well. Customers now have multiple ways to pay their bill each month. This includes money orders, cashier's checks, personal checks, business checks, and debit/credit cards.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**D. Create flyers for mass update to residents**

Handouts have been given out to Gamerco residents informing them of recent changes and procedures to their water and trash service. Customers have been coming into the office to update their account information.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**E. Procedure on driving GWSD vehicles**

Vehicle inspections will continue to be done on a weekly basis and a mileage report was created to help employees track their miles.

Motion of Approval by Salvador Nava, 2nd by Kenny Carabajal Sr.

**F. Daily/weekly reports for employees**

The GWSD secretary will make a weekly report of the major tasks performed at the office. The trash operator will continue to make a weekly report on what was completed throughout the week. These reports will be sent to the board for review.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**G. Water Disconnection Schedule Update**

GWSD has sent out notices to addresses that have past-due amounts on their accounts. For this month's billing, customers have until March 14th to pay off their past-due amounts or enter into a payment arrangement to prevent water shut offs.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**H. Procedure for recovering payment on delinquent accounts**

With the mass flyers handed out and notices sent out to delinquent service addresses, more customers are aware of their accounts past due and making payments.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**I. Bill and receipt procedure**

There have been no issues in relation to the new bill and receipt procedure. Before any bills are paid by the bookkeeper, they are approved by the board. GWSD will continue to monitor and track every purchase that has been made and keep record of receipts.

Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

**9. Closing of Meeting at 7:07 p.m.**

Motioned by Kenny Carabajal Sr., 2nd by Salvador Nava