Pinos Altos Mutual Domestic Water Consumer's Association
DRAFT rev 1

Board Meeting Minutes

Date: Wednesday, July 15, 2026
Time: Called to order at approximately 6:00 p.m.; adjourned at 7:25 p.m.
Location: Pinos Altos Firehouse, Pinos Altos, New Mexico

In Attendance:
- Tom Gedgaudas, President
- Gabriel Sanchez Preusch, Vice President
- Paul Raleigh, Treasurer
- B. Michael Sheffer, Secretary
- Bruce Fahrlender, Member at Large
- April Matthews, Bookkeeper
- Linda Davila, Meter Reader

Call to Order and Quorum
The meeting was called to order with a full quorum of five board members present. No members of the public were present, and the public input sheet was closed.

Approval of Agenda
A motion was made and seconded to approve the agenda as presented.
Motion passed unanimously.

Approval of Minutes
The minutes from the May 27, 2026 meeting were reviewed. A motion was made and seconded to approve the minutes as presented.
Motion passed unanimously.

Public Input
No public input was offered.

Unfinished Business from Prior Meetings

Preliminary Engineering Report Planning, (PER) Grant
Paul reported that Richard Maynes, the Project Engineer, had the PER proposal submitted for internal review and audit as of July 1. Paul plans to follow up on July 15.

The board discussed the purpose of the PER, future grant applications, and the likely need for a special meeting to approve the Stantec proposal once received. The board also discussed keeping proposal cost information confidential within the board.

No action was taken.

New Business

1. New Memberships / Transfers
One pending transfer for Account 138 was discussed. The paperwork has not yet been completed. Gabe will check whether the property has a shut-off valve. Final approval will be deferred until the paperwork is complete, likely at the September meeting.

2. Semi-Annual Budget-to-Actual Review per Bylaws VII (4)
The board reviewed the semi-annual budget-to-actual comparison as required by the bylaws.

Key items noted:
• Water usage is down substantially from last year.
• Water purchased did not decrease proportionally, reflecting increased water loss.
• Year-to-date loss is approximately $7,500, compared with about $3,200 at the same time last year.
• Installation fee expense is under budget by $3,450 due to no new installations year-to-date.
• Insurance is over budget by $1,625 because it is paid annually early in the year.
• Office expense is over budget by about $1,600 due to annual software licensing paid upfront.
• Water purchases are $4,136 under budget due to reduced consumption.

This item was informational only, and no vote was taken.

3. Transfer and New Membership Forms
The board discussed revised transfer and new membership forms prepared by April. A motion was made and seconded to approve the forms as written.
Motion passed unanimously, 5-0.

4. Website Updates
The board discussed cleaning up older website content.
A motion was made and seconded to archive website content older than seven years, leaving content from 2020 forward available on the website.
Motion passed unanimously.
The board also discussed updating the FAQ section regarding accepted payment methods. A motion was made and seconded to revise the answer to state that the Association accepts checks, money orders, and payments through the current online payment system.
Motion passed unanimously.
April will also add the 2025 lab reports and maintain seven years of lab reports on the website.

5. Parts Shed / Connex
The board discussed the damaged storage shed door. The door is currently functioning but remains problematic. The board agreed that emergency replacement is not necessary at this time and that replacement can be considered during next year's budget process.
Gabe will work on replacing locks so the needed access points use a consistent key system.

6. J&S Plumbing Access to Parts Shed
The board discussed giving J&S Plumbing access to the parts shed for repairs. A motion was

made and seconded to provide J&S Plumbing with the master key.
Motion passed unanimously.

7. Parts Inventory
Gabe reported that the Association has older pipe parts and likely enough replacement parts for a couple of years, assuming four to five service line repairs per year. He will make sure the most commonly used parts are kept in stock.
No action was taken.

8**. Compensation to Alan Phillips**
The board discussed compensation for Alan Phillips for assisting with a recent repair when Gabe was unavailable. A motion was made and seconded to purchase a $50 Buckhorn gift certificate for Alan in appreciation of his assistance. April will purchase the gift certificate.
Motion passed unanimously.

9. Annual Meeting Planning
The annual meeting is scheduled for Wednesday, September 16, 2026, at 6:00 p.m. Two board positions are up for election: Gabe's and Tom's.
April will post notices on invoices, Facebook, and the announcements page/email list. Tom will provide the wording.

10. Annual Water Acquisition Fees
No new connections occurred this year, so no payment is due. Current fee is $2,300 per connection.

11. TTHM Testing
Annual TTHM testing and haloacetic acid testing were discussed. Lead and copper testing occurs every three years.

Officer / Staff Reports

President/Treasurer: DFA budget analyst vacancy noted.
Secretary: Reported no new connections and ongoing leak detection research.
Operations: Reviewed recent leaks and repairs.
Online Billing: NexBillPay has approximately 70 users, about 40 on auto-pay.
Meter Reading: Early meter reading planned around July 25 due to Linda's unavailability.

Adjournment
A motion was made and seconded to adjourn at 7:25 p.m.
Motion passed unanimously.

Respectfully submitted,

B. Michael Sheffer, Secretary