

Gamerco Water & Sanitation District

Board Meeting

MINUTES

Wednesday, February 8th 2023 at 6:04 p.m
#3 Tom Komfala RD, Gamerco, N.M

1. Roll Call at 6:04 p.m.

Board President:	Kenny Carabajal Sr.	Present
Board Vice President:	Salvador Nava	Present
Board Treasury:	Open	
District Manager:	Open	
Board Member:	Cindy Lozano	Not 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: Bookkeeper, Anna Bond, presented the financial reports. She reported Gamerco has been over paying for the amount of water that is actually used. Gamerco is paying for around 2.7 million gallons of water and losing about 1 million gallons of it. With the help of getting meters properly linked up to addresses, locating major leaks, and stressing customers paying their bills on time can help narrow down how much water should actually be purchased. Motion of Approval by Kenny Carabajal Sr., 2nd by Salvador Nava

5. Report by Water Operator: Teresa Garcia reported that water samples were taken and sent off. With the help of Resource Wise, Gamerco worked to fix meters that were not properly synced with the billing system, Quikwater, and the meter reading software, Ready Manager. This helps to get a more accurate idea of how much water is being used/billed. Teresa is willing to help GWSD any possible way she can.

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

6. Manager's Report: Report presented by Kenny Carabajal Sr.

Kenny reached out to Clint, Gamerco's truck driver for an update. Clint brought up the importance of making note of trash cans to ensure they are at the actual address. Clint will continue to look for new leaks throughout the area and complete any work orders given to him by the office.

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

7. New Business:

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

GWSD is working to locate a water leak located on Diamond Street. Weather conditions have made it difficult to access, however, work will begin on the road this month. GWSD is interested in getting leak detectors added throughout Gamerco to locate issues similar to this in a timely manner.

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

B. Water Meter Audit

A water meter audit has been done with the help of Resource Wise to properly link up meters with service addresses. This helps ensure customers are being charged for the correct amount of water they are using at the address.

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

C. Clarification on payment methods

GWSD has made some changes to the payment methods that are accepted for bill payments. Gamerco will now accept: Money orders, cashier's checks, personal checks, business checks, and credit/debit cards (only available online). If a check is bounced or returned, a \$35 return fee will be placed on the customer's account.

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

D. Create flyers for mass update to residents

Handouts have been created by GWSD's secretary to provide a mass update to all residents. This handout includes contact information, payment methods, board meeting information, fee/billing schedules, and trash pick-ups. This handout will be given to each service address on trash day.

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 to ensure everything is in working order for trash pick-up day.

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

F. Daily/weekly reports for employees

GWSD employees are now required to provide a report on what was done during work hours. The secretary will begin to make a daily report on tasks performed in the office.

The trash operator will begin to make a weekly report on what was completed throughout the week. These reports will be sent to the board.

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

G. Water Disconnection Schedule Update

GWSD has decided to update the water disconnection schedule to help customers avoid falling behind on their bill payments. If a bill has not been paid 7 days after the date it is due, a late notice will be mailed out to the customer. If a bill has not been paid 14 days after the date it is due the customer's account will be charged with a late fee of 10% the

total amount due and they will also receive a shutoff notice at the address. If the bill is still not paid within 3 days of the shut off notice, the water will be turned off.

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

H. Procedure for recovering payment on delinquent accounts

Landlords are responsible for payments that the tenant fails to make for the service address.

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

I. Bill and receipt procedure

All bills, receipts, and payroll GWSD receives will be scanned and sent off to the book keeper. This information will be saved in the system for record.

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

8. Old Business:

A. Meters being registered with TAK

GWSD will continue to work on matching meters up to addresses until they are certain every address who receives water will be charged for it.

9. Closing of Meeting at 7:33 p.m.

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