

# ROBIN HOOD WATER USERS' ASSOCIATION BOARD OF DIRECTORS MEETING

MARCH 21, 2024

MEETING CALLED TO ORDER: Gloria Villaverde at 6:03 pm

DIRECTORS PRESENT: Gloria Villaverde, Steph Snedden, Tojia Morris, Sue Leeah, Charles Barnes, Richard Crain, Marshall Paul

RECOGNITION OF GUESTS: Bryan Morris, Gary and Loretta Reid, Jonnie Paul, Gayle Crain, Jon Stepp, Cathy Chance, Pat and Charlotte Smith, Donna Dyer, Edd Gaulin, Jack Leeah, Steve Brito, Richard and Melissa Ortega

APPROVAL OF MINUTES FROM JAN 30, 2024: Motioned by Tojia Morris 2<sup>nd</sup> by Sue Leeah, unanimous approval.

APPROVAL OF AGENDA: Motion to approve by Tojia Morris, 2<sup>nd</sup> by Sue Leeah

unanimous approval

## REPORTS OF OFFICERS

TREASURER: Sue Leeah passed out financial report. Expenses are down from the previous year. Bank balance \$70,248.04. Outstanding Accounts Receivable \$8,535.00

SYSTEMS OPERATOR/WATER MASTER: Steve Brito reported a recent valve repair that was completed. Also reported the Control box for the well was down due to power blink. It was put back online easily and the instructions on how to reboot will be posted in well house.

## STANDING COMMITTEE REPORTS

INFRASTRUCTURE COMMITTEE: Bryan Morris reports the committee met twice.

1. Discussion was on a fire suppression system that needs to be implemented to save 3 of the 8 tanks in the event of fire. This can be done for approx. \$1000.

2. Would like to budget @2500 for misc. repairs and work on water lines.
3. Every time a water line is dug up for repair, metallic tape is placed in line for ease of finding line.
4. Discussed STAGING of water. Level 1 will be greater than 14 gal/min from spring. Level 2 will occur when there is between 10-14 gal/min from spring. Level 3 will occur when there is less than 10 gal/min. If we remain at Level 3 for a month or more, we need to begin the process of drilling a 2<sup>nd</sup> well.

## COMMUNICATIONS COMMITTEE

Jonnie Paul reported that the committee had made a trip to Alamogordo and Cloudcroft to visit realtors and Escrow companies. They had prepared a few handouts to explain our fees and water situation to any prospective buyers. They were received very positively and have already seen those handouts used by realtors in literature they provide prospective buyers.

It was reported that they have divided the water members list into 4ths so that they can begin contacting each member to update phone numbers, addresses and email addresses. They will also be responsible for notifying members when their water is shut off for repair.

It was reported that people are seeing posts on Facebook, the website and the bulletin board. We will continue to get out all information as quickly as possible.

## FINANCIAL COMMITTEE

Cathy Chance reported that they conducted an audit of the books from Dec through Feb. There were NO discrepancies found.

## ADHOC COMMITTEE REPORTS

### BYLAWS COMMITTEE

Reported by Gloria Villaverde that they had many meetings going over the existing Bylaws from 2022. They presented a PROPOSED copy of the new Bylaws that will go before the entire association at the upcoming ANNUAL meeting in Aug/Sept. Requested everyone review the PROPOSED bylaws

and make any changes they would like to see and return to any current board member prior to our next meeting for consideration. Donna Dyer had some concerns regarding the previous Bylaws and Amendments that she felt were not being considered. It was brought up that there was no documentation that the amendments were voted on at the Sept 2023 annual meeting. It was suggested that she review the PROPOSED bylaws and make any suggestions or changes and get them to any current board member prior to the next meeting.

#### UNFINISHED BUSINESS

1. USE OF THE RHWUA TRACTOR: It was decided that the tractor operators are Steve Brito, Jack Leeah and Bryan Morris. No other users are approved currently. This action was moved by Steph Snedden and 2<sup>nd</sup> by Tojia Morris. Approved. Each operator will keep track of tractor hours and oil changes. The maintenance of the Tractor will be done by Parker Cheney the assistant water master.

OUTDATED TOOLS: It was decided that Steve Brito, Jack Leeah, Bryan Morris and Marshall Paul shall be responsible for maintaining records on all tools/tractor/batteries. Motion made by Richard Crain and 2<sup>nd</sup> by Charles Barnes. Approved.

#### NEW BUSINESS

- A. WASTE OF WATER FINE; It was reported by Sue Leeah that we had a member who lost approx. 22,000 gallons of water due to not turning off the water at the valve box. There was a leak found after 3 days of searching. It was decided that per our Schedule of Fees, we would be assessing a fee of \$250.00. We will be sending a certified letter to the home owner. This was motioned by Gloria Villaverde and 2<sup>nd</sup> by Richard Crain. Approved
- B. CONTINUED USE OF MOUNTAIN TOP ACCOUNTING: It was reported by Sue Leeah that our CPA was late filing our taxes and resulted in a fine of \$180.00. Julie never offered to pay the fine even though it was her error. It was determined that we longer feel like we need the services of Mountain Top Accounting. It was decided that Sue

Leeah and Tojia Morris will go to Julie Speer and let her know of our terminating her services. This was motioned by Marshall Paul and 2<sup>nd</sup> by Charles Barnes. Approved. It was determined that the annual "Internal audit" would be covered by the Audit Committees quarterly reviews. We voted to take the records to a CPA at the end of the fiscal year to complete the "External audit". They will do our federal taxes at this time.

- C. INFRASTRUCTURE: Fire suppression to save 3 tanks can be done for approx. \$1000.00 Steph Snedden spoke with the Forest Service regarding having a 150ft. barrier around the tanks. Angie Seth Sandin with Forrest Service said our lease agreement Special Use Permit should have exciting provisions in it. She will assist in finding this document. We will hold off on clearing the 150ft until we hear from her. It was motioned by Richard Crain and 2<sup>nd</sup> by Charles Barnes to proceed with the fire suppression to attempt to save the 3 tanks in the event of fire. Approved

Discussion also regarding meters at Spring and Tanks. They are warrantied for 15 yrs. In 2026 they would like to buy a new meter and take the existing meter to be proved. Then take that meter and switch it out and have that meter proved. That will give us an extra pump. Item to be discussed at 2026 meetings.

Another topic discussed by Steph Snedden is the need to know the amount of Chlorine in our water. This requires the use of a Hach colorimeter. We are currently using the one from Twin Forks. This equipment costs approx. \$700.

We currently have 2 pipe reel trailers. Twin Forks needs one. It was discussed selling Twin Forks a trailer for \$700, and then buying the colorimeter. Motion was purposed by Sue Leeah and 2<sup>nd</sup> by Richard Crain.

It was also Motioned by Richard Crain and 2<sup>nd</sup> by Tojia Morris to allow Infrastructure committee to spend up to \$200 without board approval. Anything greater than \$200 requires board approval. Approved

- D. BYLAWS ACTION; As discussed above, everyone please review the PROPOSED bylaws. Any suggestions/corrections please submit to any board member prior to the next meeting.
- E. FINANCIAL; As discussed earlier, will terminate Mountain Top Accounting, continue internal audits by the financial audit committee and take year end taxes to CPA to be determined later. The CPA will also perform an External audit.
- F. NEW POLICIES AND PROCEDURES COMMITTEE: The Emergency Response Pamphlet needs to be updated. Motioned by Tojia Morris and 2<sup>nd</sup> by Charles Barnes to put Richard Crain Chair of this committee and other members are Jack Leeah, Bryan Morris, Steve Brito, Steph Snedden. Approved.
- G. DISCUSSION OF SALARIED EXECUTIVES; It was discussed that there may be a need to include the Treasurer in the salaried positions. After discussion, it was determined that it's in the PROPOSED bylaws that they may be compensated and that this can be discussed in the future as this need arises.
- H. P&P AD HOC COMMITTEE: Discussion about making P&P a standing committee. This will be decided at a later date, by the committee.
- I. 5 DUKE LANE Deliah Solis has property at said location and is requesting to be removed from association. She plans on selling property and has already demolished the existing dwelling. After discussion it was decided to allow this property to become inactive on August 31, 2024.

## OTHER BUSINESS

Marshall Paul expressed gratitude to everyone that is pulling together and working well as a team. Many hours have been spent on various committees to make sure everyone is informed and has input.

Richard Ortega asked about the fire hydrants and how often they were serviced and how that worked. Discussion that the RHWUA has 2 small tanks down by the pond that fill the pump trucks. Then the fire department drives those trucks to the fire. Our system cannot support them sucking water from our lines.

Motion to ADJOURN meeting at 7:13pm by Richard Crain and 2<sup>nd</sup> by Charles Barnes.