VISTA REDONDA MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION

MINUTES OF BOARD OF DIRECTORS MEETING

Monday, December 21, 2015 – 4:00 PM

van Schayk Home, 111 Paseo Encantado NE

1. **Call to Order:** van Schayk called the meeting to order at 4:01 PM.
2. **Certification of Quorum:** S. Rule certified that 7 of the 9 voting board members were present. A quorum was met.

**Board Members Present:** Chris van Schayk, Vice President; Bill Berra, Director; Harvey Simon, Director; Sue Mize, Director; Audrey LaFehr, Director and Acting Secretary; Nirvair Singh Khalsa, Adjunct Director

**Board Members Present via Speaker Phone:** David Rule, President; Susan Rule, Secretary and Treasurer

**Board Members Not Present:** Phil Marineau, Director; Peter Frank, Director

**Community Members Present:** None

1. **Approval of Minutes:** S. Rule asked for a motion to approve the minutes of the VRMDWCA Board of Directors Meeting held September 8, 2015. Van Schayk made the motion, Simon seconded, and all approved.
2. **Financial Report:** S. Rule circulated the Financial Statements to the Board via email on December 9, 2015, and reported that in addition to the overrun as noted in the Road Contract, the Operations Budget also reflects the added expense in terms of the extra hours required of our Water Master. S. Rule further reported that the Brutsche property (108 Paseo Encantado SW) had been purchased by Wells Fargo Bank, which will be paying arrears and a transfer fee; the Willscher property (24C Paseo Encantado NE) is under contract and a transfer fee is expected.
3. **Road Project Status:** Berra reported that the paving has been finished to the four-way stop and just needs signage. The base course has been completed to the bottom of the hill on Paseo Encantado SW, but the base still needs to be completed to the top of the hill. The wall has also been finished to the bottom of the hill, but work stopped due to weather and instability, and the asphalt batch plant also shuts down in winter. County hopes to resume work in spring – March or April. They can’t predict finish date due to the difficulty of constructing the wall up the steep hill.

Van Schayk reported that our part of the project lowering the pipes is complete, but that NM PRC – Pipeline Safety Bureau (PSB) twice issued violations. The first time in October when one of the utility companies broke one of the lines and we were cited for “failure to locate” (regulations specify that we have to mark the position of the pipes within 18” on either side) and also “failure to report” the incident. Because it was a first offense we were not fined, but required to send a representative to a PSB class (Jack our Water Master will be going). A month later another break by a utility occurred and we were cited for a second “failure to locate” violation. This time it cost us $811.

As we explained in our written responses to the PSB, the pipe locating process was hampered by failure of the utilities to adhere to the County schedule. Instead of moving their power and telephone lines *prior* to the start of Road Construction, they sent their contractors to the construction site *during* construction, thereby significantly interfering with our pipe location efforts. Because our contractor had to use an acoustic location instrument, the additional construction equipment increased the ambient noise level, making the location signal all the more difficult to discern. Furthermore, the additional construction equipment caused a great deal of congestion on the narrow roads and obliterated our location marks, requiring us to mark the same pipe many times over.

Berra further commented that is a new regulatory requirement within the last year or so (requiring the HOA to report breaks in lines rather than the party--in this case the utilities--that broke them to report it).

1. **Update on Administrative Duties/Scope:** van Schayk reported that previously we had sent pre-RFP inquiries to CH2M and Souder Miller Associates. SMA said they were no longer interested. CH2M said they had some liability issues that required further internal consultation. Our assessment is that we have to reconsider our needs in light of the resources available. Once having done so we can then identify those local businesses that might be appropriate and proceed from there.
2. **New Business:** The Board meeting scheduled for January 26, is cancelled and will be rescheduled for early in the next year.
3. **Adjournment:** Simon made the motion to adjourn, Mize seconded, and all approved. The meeting was adjourned at 4:40 PM.

Respectfully submitted,

Audrey LaFehr

Director and Acting Secretary