East Pecos Water Association   
Regular Monthly Meeting   
August 11, 2020

**Board Members Present**:   Robert Baca, President, David Vigil, Vice-President, Monica Varela, Treasurer,   Kathy Wallace, Secretary, Ralph Vigil, member  and Accountant Arthur R. Varela.

No Guests were Present.

Meeting was called to order at 5:09 pm

**Approval of Agenda :**

The President asked if there were any changes to the Agenda.  None were made.  Agenda was approved.

Minutes of Special Meeting of August 4, 2020 were handed out by Art Varela.  No changes were made to the minutes.  Motion was passed to approve the minutes.

**Treasurer’s Report :**  Treasurer distributed her report.  After a brief discussion, a motion was made to approve, motion was seconded. Motion was voted upon and unanimously approved.

**Report of Accountant :**  Accountant presented the following Resolutions and documents for signature which were voted upon, approved, signed and adopted.

1)  Resolution number 2020-03 – Authorizing Association to enter into Agreement with New Mexico Environment Department and Authorizing Assignment of Officers and Agents to sign Agreement documents   
2)  Resolution RD 1942-8 -Resolution of Members or Stockholders    
3   Resolution 2020-04 – Open Meetings Act with respect to COVID-19 Pandemic   
4) Resolution 2020-005 – Resolution to Borrow Money    
5) W-9 Form required by Department of Finance and Administration

6) Resolution 2020-10 Adopting 2022-2026 ICIP

7) Extension letters addressed to USDA   requesting certain dates of completion to fulfill requirements of  Letter of Commitment

**Condition of Pumps & Water lines report by maintenance personnel:** No problems with wells and drinking water system were reported. Maintenance report approved.  

**Other Matters:**

A)   Treasurer brought up the need to acquire a Debit Card for the association as she has been using her own personal credit card for services from vendors requiring a card and cannot accept other payment methods.  Board agreed to one (1) card, Vice-president will maintain custody of the credit card.  Treasurer will attach bank statements reflecting credit card transactions along with treasurer’s report at monthly meetings. All credit card transactions will be reconciled monthly along with deposits and expenditure transactions in accordance with existing financial policies and procedures.  All Board members voted and agreed to open a Debit Card account.

B)  Treasurer addressed the need to change the Association name to ensure the Association is now identified as providing sanitary sewer service in addition to drinking water services.

Three applications for water hookups were approved by board members. All three applicants paid the required hook up fee.

C)    Vice- President informed board members that the Consumer Confidence Report was posted in prominent community locations on June 26, 2020.

Next Work Session is scheduled for August 18, 2020 at 6:00 p.m. 

Meeting adjourned at 7:46 pm   
   
 