

**MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.**  
**BOARD OF TRUSTEES MEETING MINUTES**

**JUNE 21, 2017**  
**10:45 A.M.**

The Regular Board Meeting of June 21, 2017 was called to order by Robert M. Quintana, Board Chairman, at approximately 10:48 a.m.

**1. ROLL CALL AND DETERMINATION OF QUORUM**

<b>Present:</b>	<b>Robert Baca, Vice-Chairman</b> <b>Joseph C de Baca, Member</b> <b>Virginia Mondragon, Secretary/Treasurer</b> <b>James Ortiz, Member</b> <b>Robert M. Quintana, Chairman</b>
<b>Others</b>	<b>Les Montoya, General Manager</b>
<b>Present:</b>	<b>Debbie H. Alexander, Administrative Assistant</b>

**2. INVOCATION** The invocation was led by Vice-Chairman, Robert Baca.

**3. PLEDGE OF ALLEGIANCE** - The Pledge of Allegiance was recited.

**4. APPROVAL OF AGENDA** – The Agenda was presented for review and approval. Added to Executive Session was letter d) Billing Matters. **A motion to approve today's agenda with one amendment, as made by Virginia Mondragon and seconded by Joe C de Baca. Motion carried unanimously.**

**5. SAFETY REPORT/MINUTES** – General Manager Montoya reviewed the Safety Committee Minutes for June 2017. The following items were covered:

- ✓ No accidents, near misses nor on-the-job injuries in either Mora or Pecos
- ✓ Three incidents were reported in the Mora area – 1) Line crew responding to an outage got the unit stuck in the mud. While lineman was trying to get the truck out, it broke and had to get towed; 2) Crew was digging for an anchor and hit a PVC pipe which was believed to be a water line. Operations Manager has been unable to get a hold of home owner; 3) Meter reader went to talk with consumer in Las Vegas about a permit and a meter connect which was requested for a modular home. Consumer was irate and vulgar with employee and asked to leave the premises. Consumer requested the meter reader not be allowed on his property. Coop will follow up on this.
- ✓ Three incidents were reported in the Pecos area – 1) Consumer complained to the meter reader about leaving the gate opened and that she has small animals that can get

out. Meter reader explained that there was another employee at the gate watching that animals would not get out. Consumer was not satisfied with the explanation and called their Supervisor; 2) Consumer reported that they had no power. Crew discovered the line was down in a field about 100 feet from the road. Crew proceeded to back up into the property to the pole and fixed the line. Truck then got stuck. Consumer called and reported damage done to his property. Trees that were used to tie winch to pull themselves forward were damaged. Invoice was submitted for damages; 3) Consumer complained to meter reader that the gate was left open and damaged by the lineman. Supervisor spoke with the consumer and assured her that the line department had not caused this damage. The line crew was there on May 11<sup>th</sup> not on the 16<sup>th</sup> and they were nowhere near the damaged gate. GPS unit confirmed this.

- ✓ Employee stated that they were doing hot work when rubber hoses were not available. Employee was told not to do hot work without the proper equipment. New company will be doing all the testing
- ✓ Central Dispatch provided a memo/email of concerns regarding MSMEC line crews, communication and outage reports. Corrective action has been put in place
- ✓ MSMEC has organized a RESAP Committee. The committee's role will be to serve the RESAP oversight committee while establishing a safety program/policies, etc.

#### **6. RECOGNITION OF GUESTS –**

- a. **Invited Speakers – (15 minute time limit) - None.**
- b. **General Public Comment (5 minute time limit) – None.**
- c. **Introduction of Employees – None.**

**7. ACTION OF REGULAR MEETING MINUTES HELD ON MAY 31, 2017 –** The Minutes of the regular meeting held on May 31, 2017 were presented for review and approval. After review, a **motion to approve the Minutes of May 31, 2017 as presented was made by Robert Baca, seconded by Virginia Mondragon. Motion carried unanimously.**

**8. APPROVAL OF NEW MEMBERSHIPS (MORA 18 – PECOS 15) -** A total of 33 new memberships were presented for approval. After review, a **motion to approve all new memberships was made by Joe C de Baca and seconded by James Ortiz. Motion carried unanimously.**

#### **9. MANAGER'S REPORT**

- a. **Delinquent Report –** The Delinquent Report for May 2017 was presented for review. There were 866 delinquent accounts totaling \$204,553.38. After collections, 690 accounts remained unpaid totaling \$148,445.32.
- b. **RUS Form 7 –** The RUS Form 7 provided for review was not completed in its entirety. Operating Revenue & Patronage Capital was at \$964,156, Cost of Purchased Power was \$451,281 and Total Operation & Maintenance Expense was \$777,893. Total Cost of Electric Service was \$902,867.
- c. **Outage Report –** General Manager reviewed the Outage Report. Larry Rose, GIS Analyst, provided a copy of a map showing the 2017 outages indicating the areas which

have had the biggest number of outages in 2017. The areas with the most outages are in District 1 and District 2.

**10. FINANCE REPORT** – After a review of the Finance Minutes of the meeting held earlier today, a motion was made by Virginia Mondragon to approve those minutes to include the approval of the \$250 donation to the Mora Fiesta Rodeo, to dispense with the reading of the minutes and to approve the Manager's Report. Robert Baca seconded that motion. Motion carried unanimously.

**11. TRI-STATE TRUSTEE REPORT** – Robert Baca, Tri-State Trustee, reported on their June 2017 meeting. A few of the items covered included:

- Survey for Managers
- Tri-State received the Stewarts of the Land Award
- More discussion on the Holcomb Plant and probability of not being built
- Joe Wheeling will no longer be the Vice-Chairman – new Vice-Chairman will be seated next month

**12. NMRECA TRUSTEE REPORT** – Robert Quintana, NMRECA Trustee, reported that there had not been a meeting the first part of the month of June, but will be held on June 29<sup>th</sup> and 30<sup>th</sup>.

**13. ON-GOING BUSINESS**

**a. Annual Meeting Discussion, Agenda Review & Annual Report Approval** – There was a short discussion to finalize what was scheduled for our Annual Meeting scheduled for Saturday, June 24<sup>th</sup>. The agenda was review and received Board approval for distribution at our Annual Meeting.

**b. Update on Capital Credits Checks** – Approximately 17,000 checks were mailed out to our members on Tuesday and Wednesday of this week. Although there were some problems with our printer, staff worked extra hard hours at getting this task accomplished.

**c. Project Up-Dates – Dilia Project and AMI Meter Upgrade** – Good progress is being made with both the Dilia Project and the AMI Meter Upgrade. Jason Trujillo, Electric Consumption Services Supervisor, gave an update primarily on the AMI Meter Upgrade. Five employees will be attending training in Ohio on the second week of July. Work has begun at the substations to install some equipment/software to prepare for the preliminary run on or about July 17<sup>th</sup>. Full force startup/installation will begin on August 7<sup>th</sup>. Contractor and two fulltime installers will be installing the meters. Cooperative employees may need to assist and Anixter requires that one lineman needs to be available in case they run into any problems with the power. Meters being removed will need to be stored for a period of time, so storage pods will be rented.

**d. NM 14 Agreement Modifying Future Advance Promissory Note & Opinion of Counsel – RUS Loan Deadline Extension** – After review of the forms sent by RUS on the loan deadline extension from September 2017 to September 2018, a motion for approval and signatures was made by Robert Baca and Virginia Mondragon. Motion carried unanimously.

**e. Manager's Administrative Assistant – Job Description** – After review of the new job description, a motion was made by Robert Baca, seconded by Virginia Mondragon, to accept the new job description for the Manager's Administrative Assistant. Motion carried unanimously.

**f. Tri-State's Power Bill & MSM Solar Bill** – Tri-State's power bill was \$420,265.40 for the month of May 2017. MSM Solar bill was \$31,015.66 with a credit from Tri-State of \$19,214.23. For information only.

#### **14. NEW BUSINESS**

**a. Out-of-State Travel – ACLARA Training – Solon, OH – Larry Barela & Jason Trujillo – July 10 – 15; Gwen Mascarenas, Tami Hernandez & Amanda Lovato – July 12 – 15; Pauline Olivas & LaDonna LaRan - September 20 -22, 2017** – There was some discussion concerning the out-of-state trip on the Aclara Training. Training is included as part of the package of the new meter purchases and installment. A question was brought up as to why Sara Cordova from the Pecos Office was not included in this training. After continued discussion, a motion was made by Joe C de Baca, seconded by Robert Baca, to approve the out-of-state travel for all employees and to include Sara Cordova to attending the training in September. Motion carried unanimously.

**b. Annual Meeting Radio Advertisement** – Radio advertisement was reviewed as written to be announced prior to our Annual Meeting. Board will be asking our membership to support the passing of the proposed bylaws being presented during our Annual Meeting on June 24<sup>th</sup>, 2017.

**c. Signing of Annual Meeting Certificates – Scholarships, Youth Tour & Coloring Contest** – Board Chairman Quintana and Secretary Mondragon signed certificates for all students receiving a scholarship, who attended the Youth Tour or were winners in the coloring contest.

**c. NRECA Regional Meeting – October 31 – November 2, 2017 – Scottsdale, AZ – Voting Delegate & Alternate Delegate Certification** – Tabled until next month.

#### **15. CORRESPONDENCE**

**a. None**

#### **16. INFORMATION**

**a. Calendar of Events** – Statewide will meet on June 29<sup>th</sup> and 30<sup>th</sup>. Offices will be closed in observance of the 4<sup>th</sup> of July holiday. Five employees will attend Aclara Training from July 10<sup>th</sup> – 14<sup>th</sup> in Ohio. Tri-State Meeting will meet on July 11<sup>th</sup> & 12<sup>th</sup>. Finance and Regular Board Meeting is tentatively scheduled for July 27<sup>th</sup>.

**A motion to move into executive session was made by Virginia Mondragon, seconded by James Ortiz. Motion carried unanimously.**

#### **17. EXECUTIVE SESSION**

**a. Personnel Matters**

**b. Update on Union Matters**

- c. Litigation Matters
- d. Billing Matters

A motion to come out of Executive Session and back into Regular Session was made by Robert Baca and seconded by Virginia Mondragon. Motion carried unanimously.

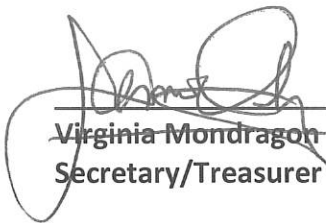
**18. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION**

d. After some discussion, the Board determined that based on recent complaints to PRC and PRC's displeasure with the Coop not closing out these amounts within a reasonable time with the consumer, a motion was made by Robert Baca, seconded by Joe C de Baca, to give General Manager Montoya authority to waive the outstanding amounts owed on line extensions for extensions that were completed more than one year ago. Motion carried unanimously.


**19. OTHER BUSINESS TO COME BEFORE THE BOARD – None.**

**20. ADJOURNMENT –** A motion to adjourn today's meeting was made by Robert Baca, seconded by Joe C de Baca. Motion carried unanimously. Meeting adjourned at 2:40 p.m.

ATTEST:

  
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Virginia Mondragon  
Secretary/Treasurer

JAMES  
ORTIZ

  
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Robert M. Quintana  
Board Chairman