

**MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.**  
**BOARD OF TRUSTEES MEETING MINUTES**  
**MARCH 23, 2022**

The meeting of Wednesday, March 23, 2022 was called to order by President, Robert Baca, at 10:50 a.m.

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

**Present:** Robert Baca, President  
James Ortiz, Vice President  
Virginia Mondragon, Secretary/Treasurer  
Samuel Ramirez, Trustee

**Others Present :** Les Montoya, General Montoya  
Debbie Alexander, Admin. Assistant

**Absent :** Joe C de Baca, Member

**2. INVOCATION** – President Robert Baca led us in prayer.

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

**4. APPROVAL OF AGENDA** – The agenda for today’s meeting was presented for review and approval. After review, a motion was made by Virginia Mondragon, seconded by James Ortiz, to approve the agenda as presented. Motion carried unanimously.

**5. RECOGNITION OF GUESTS**

**a. Invited Speakers – (15-minute time limit) -**

**b. General Public Comment (5-minute time limit) -**

**c. Introduction of Employees – Sonya Vasquez – HR Administrative Assistant; and Jane Gurule –Bookkeeper** – Two new hires were introduced to the Board. Sonya Vasquez, HR Administrative Assistant, begin working at MSMEC on March 14<sup>th</sup>. Sonya, formerly from Guadalupita, now lives in Chacon. Jane Gurule, was hired on March 7th as a part-time Bookkeeper to work on MSMEC work orders.

**6. SAFETY REPORT/MINUTES** – The Safety Committee Meeting was held on March 18<sup>th</sup>, 2022. Those attending included Les Montoya, Larry Barela, Isaiah Romero, Gerald Trujillo, and Sonya Vasquez. Some of the items covered included the following:

- There were no accidents, no near misses, no on-the-job injuries, no on-the-job incidents nor any other incidents/accidents to report in Mora or Pecos for the month of February.
- Employees are wanting to switch to a 4/10 work week earlier than in the past, usually in May, due to rise in fuel prices. Mr. Montoya will propose this to the Board during their March 23<sup>rd</sup> meeting.
- The heating and cooling system in the Mora Board Room is being worked on and parts have been ordered.
- MSMEC has two new employees – Sonya Vasquez was hired as the Human Resource Administrative Assistant and Mary Jane Gurule was hired on a part-time bases as a bookkeeper to work on work orders.
- The M-Power Mapping Field Project should begin in 30 to 40 days.
- A Safety Meeting with instructor Tanner Dunlap is to take place on March 29<sup>th</sup> in Mora.
- Four automatic cordless staplers have been ordered to frame poles. Use of these devices will save time when framing the poles.
- Three of MSMEC’s Apprentice Linemen will be attending a climbing school for four days at CNM in Albuquerque.
- Two of our Apprentice Linemen will enroll at the Luna Community College CDL Program in May to obtain their commercial driver’s license as a requirement of their job.

**7. ACTION OF REGULAR MEETING MINUTES HELD ON FEBRUARY 24, 2022** – The Board Minutes of the meeting held on February 24, 2022 were presented for review and approval. After review, **a motion to approve the Minutes of February 24, 2022 was made by Virginia Mondragon, seconded by Sam Ramirez. Motion carried unanimously.**

**8. APPROVAL OF NEW MEMBERSHIPS (MORA 17 – PECOS 11)** – Twenty-eight new memberships were presented for review and approval. After review, **a motion to approve all new memberships was made by James Ortiz and seconded by Sam Ramirez. Motion carried unanimously.**

**9. MANAGER’S REPORT**

**a. Delinquent Report** - Delinquent reports for January and February were presented for review. January started with 938 delinquent accounts totaling \$261,369.79 and after collections, 661 of those accounts remained unpaid totaling \$93,126.74. For the month of February, there were 999 delinquents accounts totaling \$278,784.50. After collections, 610 of those accounts remained unpaid for a total of \$163,887.06.

- b. **RUS Form 7 – 1) Report ending January 31, 2022 – 2) Report ending February 28, 2022** – January’s Form 7 was briefly summarized showing Patronage Capital or Margins at \$159,638 for the month. For the month ending February 28, 2022, Operating Revenue and Patronage Capital was \$1,292,652; Cost of Purchased Power was \$725,837; Total Operation & Maintenance Expense was \$1,037,907; Total Cost of Electric Service was \$1,174,157; and Patronage Capital or Margins was \$132,211. TIER for the month was 5.64% and 6.08% YTD.
- c. **Outage Report** - The Outage Report was presented for review. There were 18 reported outages during the month of February. A total of 73 consumers were affected due to these outages for a combined 3.75 hours.
- d. **Member Sales Budget Report** - The Tri-State Member Sales Budget Report for the month of February 2022 is as follows: Total Energy monthly comparison was 8,692,430 Actual kWh and 7,358,113 Budgeted kWh. The Revenues were \$697,051 Actual and \$596,165 Budgeted. That is a 16.9% increase in revenues.
- e. **Fused Cut-Out Report** - During the month of January, there was one cut-out replaced at the Bonita Ranch – North of Las Vegas. In the month of February, there were 5 new cut-outs installed and one cut-out replaced. The newly installed cut-outs were in Sands, Los Montoyas and Storrie Project areas. The replaced cut-out was on a Sheridan stepdown transformer.

**10. FINANCE REPORT – A motion to approve the Finance Report of the meeting held earlier today, together with the Manager’s Report, was made by Virginia Mondragon and seconded by Sam Ramirez. Motion carried unanimously.**

- 11. TRI-STATE TRUSTEE REPORT** – Robert Baca, Tri-State Trustee, reported on their March 2022 meeting. A few of the areas covered include the following:
- Discussion on the planning of Tri-State’s 70th Annual Meeting to be held on April 5<sup>th</sup> and 6<sup>th</sup>.
  - Presentation and information on the micro-grid.
  - Beneficial Electrification & Efficiency Program.
  - Legislative update.
  - Tri-State’s Operation and Financial performance.
  - Upcoming Manager’s and Rate Committee meetings.

- 12. NMRECA TRUSTEE REPORT** – James Ortiz, NMRECA Trustee, reported on their March 4<sup>th</sup>, 2022 meeting. A few of the items covered included the following:
- RUS long-term interest rates are at 2.20% and short-term rates are 0.39%.
  - Expenditures for February were as follows: Association \$71,759.73, Communications/Enchantment \$78,449.73, and the New Mexico Rural Electric Self-Insurers Fund was \$14,325.44 for a total of \$164,534.90.

- Information on NMPRC Case No. 21-00318-UT regarding Jemez Mountains Electric Cooperative, Inc. rate increase request.
- “Save the Date” announcement for NMRECA’s 2022 Annual Meeting & Vendor Expo to be held on May 31 – June 2, 2022.
- Manager’s Committee was concerned about the Marijuana/Cannabis licensing and the potential of developing new policies.
- CEO/General Manager of NMRECA, Keven Groenewold, announced his retirement effective in December 2022.

### 13. ON-GOING BUSINESS

- Tri-State Bill/MSM Solar Bill** – The Tri-State power bill for the month of February 2022 was \$697,051.36. The MSM Solar bill was \$28,785.86 with a credit from Tri-State of \$18,081.01.

### 14. NEW BUSINESS

- Resolution 03-23-22-001 – Procedure to work with Counties for Electric Line Extensions – “Letter of Compliance”** – Resolution No. 03-23-22-001 was presented to the Board advising them of a procedure to work with Counties when requests for electric line extensions are requested by residents and/or commercial entities. MSMEC works to support County efforts to monitor development within their jurisdictions by requiring applicants for line extension to obtain a Letter of Compliance from the County, which is a requirement for MSMEC’s Line Extensions. The proposed resolution sets a timeline for Letters of Compliance to be issued and also requires MSMEC to notify the County when it begins work on a line extension when a Letter of Compliance is not issued by the County. This is intended to address delays on starting work on line extensions and service connections for our consumers. After review and discussion, **a motion was made by Virginia Mondragon, seconded by James Ortiz, to approve Resolution 03-23-22-001 as presented with one amendment adding the following: “this procedure shall be reviewed annually by MSMEC to ensure the process is working to the benefit of all parties”.** Motion carried unanimously.
- PNM requesting input from MSMEC regarding proposal to install Solar Site** – Manager Montoya advised the Board that PNM is requesting input from MSMEC regarding their proposal to install a solar site at a location that sits adjacent to MSMEC territory East of Las Vegas. Proposed site would be adjacent to but would not encroach MSMEC’s service territory. The Board reviewed the proposed project site lay-out and drawings. After review and further discussion, **a motion was made by Virginia Mondragon, seconded by James Ortiz, not to object to PNM’s proposed solar site.** Motion carried unanimously.
- NMRECA’s Filing on behalf of Cooperative Members – NMPRC Case No. 21-00159-UT** – MSMEC filed a response to NMPRC’s request for information which was included in the New Mexico Rural Electric Cooperative Association’s filing on behalf of its distribution cooperative members in response to the Commission’s Order in

NMPRC Case No. 21-00159-UT in reference to supply chain disruption information. No action required of the Board. For information only.

- d. **Healthy Workplaces Act** – A copy of the Healthy Workplaces Act was presented to the Board of Trustees. This Act requires employers to provide employees sick leave hours based on the number of hours worked by the employee. These hours will be provided in addition to the PTO presently being provided pursuant to the collective bargaining agreement. The Healthy Workplaces Act will go into effect on July 1, 2022. Staff will work on a policy which will comply with the Act to present to the Board for their review and approval.
- e. **Daylight Savings Time Change – 4-10 Work Week Proposal** – Manager Montoya presented the Board with a proposal to change the working hours for the MSMEC staff. He recommended to set the 4-10 work days beginning on Wednesday, March 30<sup>th</sup>, 2022. Daylight Savings Time allows for longer daylight hours and crews and office staff are able to accomplish more in 10-hour days. Line crews' mileage will be reduced, contributing to lower fuel costs at this time when fuel prices are at a record high. After discussion, **a motion to approve the 10-hour days/4 days a week starting Wednesday, March 30, 2022 was made by Virginia Mondragon and seconded by Sam Ramirez. Motion carried unanimously.**

**15. MSMEC EDUCATIONAL FOUNDATION – None.**

**16. CORRESPONDENCE**

- a. **NMRECA Board Meeting Schedule** – For information only.

**17. INFORMATION**

- a. **Calendar of Events** – Tri-State will hold its Annual Meeting on April 5<sup>th</sup> and 6<sup>th</sup>. Statewide meetings are scheduled for April 7<sup>th</sup> and 8<sup>th</sup>. MSMEC scheduled their next Finance and Regular Board Meetings on Thursday, April 28<sup>th</sup>, 2022.

**A motion to move into Executive Session was made by Virginia Mondragon and seconded by James Ortiz. Motion carried unanimously.**

**18. EXECUTIVE SESSION**

- a. **Personnel Matters**
- b. **Update on Union Matters**
- c. **Litigation Matters**

**A motion to move out of Executive Session and back into Regular Session was made by Virginia Mondragon and seconded by Sam Ramirez. Motion carried unanimously.**

**19. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION – None.**

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

**21. ADJOURNMENT – James Ortiz motioned to adjourn today’s meeting. Virginia Mondragon seconded that motion. Motion carried unanimously. Meeting adjourned at approximately 1:40 p.m.**

**ATTEST:**

  
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Virginia Mondragon, Secretary/Treasurer

  
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Robert Baca, President