

MORA-SAN MIGUEL ELECTRIC COOPERATIVE, INC.
BOARD OF TRUSTEES MEETING MINUTES
HELD ON
MAY 31, 2017

The Regular Board Meeting of May 31, 2017 was called to order at 3:55 p.m. by Robert M. Quintana, Board Chairman.

1. ROLL CALL AND DETERMINATION OF QUORUM

Present: Robert Baca, Vice-Chairman
Joseph C de Baca, Member
Virginia Mondragon, Secretary/Treasurer
James Ortiz, Member
Robert Quintana, Board Chairman

Others Present: Les Montoya, General Manager
Debbie H. Alexander, Administrative Assistant

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

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

4. APPROVAL OF AGENDA – The Agenda was presented for review and approval. **After review, a motion to approve today's agenda as presented was made by Virginia Mondragon and seconded by Robert Baca. Motion carried unanimously.**

5. SAFETY REPORT/MINUTES – April 24, 2017 & May 10, 2017 – The Safety Report/Minutes for April and May were presented for review. Some of the items covered included:

- There were no accidents, near misses, nor on-the-job injuries for either month in Mora or Pecos
- There were three incidents in the Pecos area during the month of April – 1) consumer reported that her dog, and her son's dog, were sprayed with mace by the same Meter Reader; 2) consumer backed into a 10 KVA padmount transformer with his tractor; and 3) a pole was hit by a car along Velasquez Road and had to be replaced
- Lineman asked about the purchase of another Thumper
- Issue was brought up about Central Dispatch getting better directions from consumers to give to the linemen on call
- Unauthorized vehicles will no longer be allowed in the Coop's back yard
- Suggestion was made that when visitors come in to the Coop, they be required to sign-in. There are times when people who come in to sell items and they just

walk into the back offices without employees being aware of what they are doing there

- Purchase of a new digger truck was approved and a lineman asked when it would get ordered. He was advised that it was a slow process because it was a special ordered truck
- GPS units have been installed on each cooperative vehicle

Mr. Montoya reported that all employees will be attending First Aid/CPR training in the next couple of weeks. Also, after viewing a RESAP Leadership video, a formation of a safety committee and an assessment will now be taking place to develop the RESAP Program for our Cooperative.

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 – The following new employees were introduced and welcomed by the Board:

1. Tami Hernandez – Member Service Representative, was hired since October but had not formally been introduced to all members of the board. Tami works in the Billing Department.
2. Veronica Schlinger – Cashier, was hired on May 1st. Veronica comes to MSMEC with previous Coop experience.

7. ACTION OF REGULAR MEETING MINUTES HELD ON APRIL 27, 2017 and ACTION OF SPECIAL MEETING MINUTES HELD ON MAY 8, 2017 – The Minutes of the Regular Board Meeting held on April 27, 2017 and the Minutes of the Special Meeting held on May 8, 2017 were presented for review. A correction will be made on the April 27th, 2017 minutes on page 4 to show “San Miguel” instead of Ribera on letter “h” – Community Meetings regarding Bylaws. **A motion to approve the Minutes of April 27, 2017, with correction, and the Minutes of May 8, 2017 was made by Robert Baca and seconded by James Ortiz. Motion carried unanimously.**

8. APPROVAL OF NEW MEMBERSHIPS (MORA 18 – PECOS 19) – A total of 37 new memberships were presented for approval. After review, **a motion to approve all 37 new memberships was made by Virginia Mondragon, seconded by Robert Baca. Motion carried unanimously.**

9. MANAGER’S REPORT

a. Delinquent Report – The Delinquent Report was reviewed by Mr. Montoya. After collections made in April, 2017, 555 accounts remained unpaid for a total balance of \$76,635.08.

b. RUS Form 7 – Operating Revenue and Patronage Capital was at \$1,110,048 for the month of April. Cost of Purchased Power was \$507,140, Total Operation & Maintenance Expense was \$817,082 and Total Cost of Electric Service was at \$943,505. Number of

MSMEC consumers is 10,898 and 1,952 miles of line. Line loss is at 4.8% for the month and 5.3% YTD. TIER for the month was at 5.21%.

c. Outage Report – There was a short review of the Outage Report. The majority of outages were in the Mora area. The two outages affecting the largest number of consumers were caused by lightning. Other outages were caused by trees falling on power lines. There was some discussion regarding a Forest Service grant that helps with 50% of funding to clear trees.

10. FINANCE REPORT – After review of the Finance Minutes held earlier today, a motion was made by Robert Baca, seconded by Joe C de Baca, to approve those Minutes, to include the approval of the write-off of bad accounts and to transfer \$192,000 of unclaimed capital credit checks to the Educational Fund, to dispense with the reading of those Minutes and to approve the Manager's Report as presented. Motion carried unanimously.

11. TRI-STATE TRUSTEE REPORT – Robert Baca, Tri-State Trustee, reported on the May meeting held in Westminster. Some items covered included:

- Idle Services
- Discussion on sufficient new generation until 2026
- Those purchasing renewable energy from Tri-State will not renew contracts. This will affect our pass-through rate.
- Tri-State financial long-term status
- Tri-State personnel will be attending one of our meetings in the next couple of months
- Holcomb Plant in Kansas was approved but since no new generation is needed, no need to build the plant now
- Discussion on electric cars and researching into future charging station in our service area

12. NMRECA TRUSTEE REPORT – Robert Baca, Alternate Trustee, reported on Statewide's meeting held during the Annual Meeting in Ruidoso. The same officers were voted in and remained in office. Socorro Electric presented the mail-in ballots issue and was once again voted down.

13. ON-GOING BUSINESS

a. Final Annual Meeting Discussion & Preparation – There was some discussion regarding the meal being served for our Annual Meeting. Barbeque brisket, chicken and bratwurst will be served with baked beans, potato salad, cole slaw and dessert. Also discussed was what the Board wanted to give as the grand door prize. In Mora, where the meeting will be held, there will be a drawing for \$75 off their power bill for a total of 6 months. At the two voting sites, San Miguel and Pecos, the drawing will be for \$75 off their power bill for three months. Other prizes will be drawn. Board and staff will look into providing some entertainment for the membership.

b. Update on Capital Credits & Payment Approval – Capital Credit checks will be cut on Friday, June 16th and mailed soon thereafter. These capital credits amounts will be distributed for the years 1989 thru 2000.

c. 2017 Cost of Service and Rate Study – General Manager Montoya advised the Board that he spoke to Catt Cobb about our cost of service and rate study. Ms. Cobb stated that she was very familiar with MSMEC and could get the study done in a relatively short period of time. The Board asked Mr. Montoya to negotiate the cost with Ms. Cobb.

d. Board Policy No. 303 – Delegate to Boys and Girls State – After review of Board Policy No. 303, Delegate to Boys and Girls State, **a motion to approve this Board Policy was made by Joe C de Baca and seconded by James Ortiz. Motion carried unanimously.**

e. NMPRC – Compliance Report Filed – Manager Montoya presented the Board with a copy of the letter and Compliance Report filed with NMPRC in April of this year by LaDonna LaRan. This report filed was sent in addition to the Annual Report, year ended December 31, 2016, which had been mailed earlier. For information only.

f. Financial Administrative Assistant – Job Description – After reviewing the new job description for Financial Administrative Assistant, **Robert Baca and Virginia Mondragon motioned to approve. Motion carried unanimously.**

g. HR Administrative Assistant – Job Description – After reviewing the new job description for HR Administrative Assistant, **Robert Baca and Virginia Mondragon motioned to approve. Motion carried unanimously.**

h. Tri-State's Power Bill & MSM Solar Bill – Tri-State's power bill for April 2017 was \$479,385.82 and MSM Solar bill was \$27,754.31. For information only.

14. NEW BUSINESS

a. Out-of-State Travel – Larry Rose, GIS Analyst – General Manager Montoya requested authorization from the Board to allow Larry Rose, GIS Analyst, to attend the Esri User Conference in San Diego, California from July 10 – 14. The conference is free with our purchase of the Enterprise License Agreement. The Coop will incur costs for travel, meals and hotel. Mr. Montoya stated that the conference topics will enable Mr. Rose to learn the applications of the software recently purchased and installed. After some discussion, **a motion to approve the out-of-state trip for Mr. Rose was made by Robert Baca and seconded by James Ortiz. Motion carried unanimously.**

15. CORRESPONDENCE

a. Los Alamitos Electric – Thank You Note on Linemen – For information only.

16. INFORMATION

a. Calendar of Events – Tri-State will meet on June 5th and 6th. Work session for staff to work on Capital Credit checks will be on Friday, June 16th. Board Meeting has been tentatively scheduled for Thursday, June 22nd, with the possibility of having to change it to June 21st. Statewide Meeting is scheduled for June 29th and 30th.

A motion to move into Executive Session was made by Robert Baca and seconded by Virginia Mondragon. Motion carried unanimously.

17. 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 Robert Baca and seconded by Virginia Mondragon. Motion carried unanimously.

18. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION – None.

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

20. ADJOURNMENT - A motion to adjourn today's meeting was made by Virginia Mondragon and seconded by James Ortiz. Motion carried unanimously. Meeting adjourned at 6:52 p.m.

ATTEST:



Virginia Mondragon
Secretary/Treasurer



Robert M. Quintana
Board Chairman