

*****FINAL*****

BRAZOS MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION, INC.

April 2, 2023 Regular Meeting Minutes

MEETING WAS CALLED TO ORDER at 9:00 a.m. through Google Meets.

Directors Present:

Amanda Urioste, President
Jimmy Banister, Vice President
Deej Banister, Secretary
Scott Eliason, Treasurer
Chris Dennison
Ryan Costanza
Bob Cooke

Directors Absent:

None

Public Present:

Martha Banister
Mike and Karen Adam
Jeff Neel

APPROVAL OF AGENDA:

Bob Cooke made a motion to accept the agenda. Ryan Costanza seconded; the motion passed unanimously.

APPROVAL OF THE MINUTES:

The draft of Board Meeting Minutes for January 22, 2023 was presented to the Board for approval. Bob Cooke submitted a request to amend the minutes. Discussion followed. Bob Cooke made a motion to remove Gretchen Denman from Public Present. Chris Dennison seconded. The motion unanimously carried.

NEW BUSINESS:

Bookkeeper Position:

Amanda Urioste gave a brief breakdown of our current bookkeeping needs. Gretchen Denman's contract with the BMDWCA expired March 31, 2023. Amanda Urioste contacted Robert Clark, CPA, LLC in Albuquerque for a bid to fill this vacant position. We received a cost submission from Brandy Wharton, Operations Manager. It is based on a three-month trial period. After three months, Clark will review our requirements, assess our needs and determine if they need to increase or decrease fees.

The bookkeeping services we need are: (1) monthly bookkeeping and financial statements, (2) gross receipts tax and excise tax reports to the State of New Mexico, (3) quarterly filings to the State of New Mexico and (4) annual invoices for members. Amanda Urioste called for a motion to hire Robert Clark, CPA, LLC. Ryan Costanza made a motion to hire Robert Clark, CPA, LLC as our bookkeeping service; Bob Cooke seconded the motion. The motion unanimously carried. Bob Cooke will contact Brandy Wharton as to the best procedure for submission of financial documents to Albuquerque.

The bid offered preparation of Tax Form 990; however, Scott Eliason, Treasurer, offered to accept this responsibility as the BMDWCA Treasurer at no cost to the Board.

Membership Transfers:

ADAM, James and Karen

Lot 8, BLK 2, Brazos Lodge Estates

Property Address: 689 State Rd. 512

Chama, New Mexico 87520

\$50.00 transfer fee received.

Amanda Urioste called for a motion to accept membership for James and Karen Adam. Chris Dennison made a motion to accept the membership transfer; Bob Cooke seconded the motion. The motion unanimously carried. Note: James and Karen Adam will be transferring this property to their children, Ronald and Cindy Ridge, in the near future. Karen Adam indicated that this cabin has a leak. She notified Levi Sandoval and he turned the water off. The water will not be turned on until repairs have been made.

LINDEMUTH LIVING TRUST

Track B, Plat Book, Page 341, Filed 21 January 1966

Property Address: 723 State Rd. 512

Chama, New Mexico 87520

Amanda Urioste called for a motion to change the membership to the Lindemuth Living Trust. Bob Cooke made a motion to approve the change with no \$50.00 fee; Ryan Costanza seconded the motion. The motion unanimously carried. A \$50.00 check submitted with request papers will be returned by certified mail. This transfer does not require a fee.

Update on Water System:

Chris Dennison reported on the water levels of the Middle Tank during our latest winter storm. The tank dropped to an approximate level of 2 ft. The snow depth in the Brazos made it difficult to locate leaks. Chris Dennison recalled cabins that were occupied during this time and began checking those sites to see if he could identify leaks. He remembered seeing occupancy at the cabin across from the Adam's on Rainbow. He called Karen and Mike Adam to see if they knew who had occupied the residence. They did and indicated that there were leaks, but repairs were made. Chris Dennison checked the cabin's meter and it showed activity so he turned it off as a precautionary measure and called Karen and Mike Adam to notify them of his action. Since Levi Sandoval had made no corrections or repair needs throughout this time, the finding of this leak appears to have solved the problem at the Middle Tank. As of this morning, the tank has refilled

to 13 ft.

Levi Sandoval, BMDWCA Water Manager, has contacted Jose Jaramillo regarding plowing conditions. Jose Jaramillo has been able to plow access to the well houses and clear the area to the tank. Identifying leak concerns will continue as the weather warms up.

Leak Detection Equipment:

Ryan Costanza presented information on leak detection equipment that he has been researching:

1. Digital Pulse Counter
2. Flowie-O Water Sensors
3. SimpleSub Water Sensors
4. Sewerin SePem 155 System

Ryan Costanza's conclusion is as follows:

The Digital Pulse Counter is the most expensive and would not give us the ability to log in for data. The use of smart meters would only identify the down side of the system. The need to drive by or walk by to monitor the system would be jeopardized in snow times due to plowing. The smart meters would cost approximately 50K to 100K depending on placement.

The Flowie-O sensor is the better choice. Ryan Costanza recommends purchasing five (5) of the SimpleSub Water Sensors, five (5) Flowie-O Water Sensors and one (1) hub, and the Sewerin SePem 155 system. The cost would be \$1795.00 for SimpleSub Water sensors, \$4405.00 for the Flowie-O Sensors, and \$10,000.00 for the Sewerin SePem 155 System. We would need to find 26 locations for the Hub sensor relay to set up this equipment. The total cost would be \$16,200.00

The Sewerin SePem 155 System is a noise logger leak detection system for monitoring water pipe networks in order to reliably identify existing leaks and catch new ones early before there is more significant loss. This system allows the user to quickly identify leaks that may never reach the surface. The highly sensitive microphone on this logger enables programmed monitoring of distances up to 1,600 linear feet of pipe between loggers. Allowing us to try out all the options and see what works best for our needs.

The installation of for SePem would start with the main system valves. This would give us an idea where we should replace infrastructure and/or make leak repairs. The valve system monitors are not for use throughout the day time. The best drip detection reading would be between off peak hours, such as after midnight when the water system is not being used.

Jimmy Banister asked for clarification on quantity of water that would be needed to monitor the SePem 155 System through a 4" pipe. How sensitive is it and just what can it identify? Could the

system read a drip a second or would it need to be a flow of water? Ryan Costanza will reach out to the vendor for information on the quantity of water required for detection.

Jimmy Banister asked if Levi Sandoval is aware of these possible changes. Amanda Urioste asked Ryan Costanza if he had any input from Levi Sandoval. Ryan Costanza indicated that he has not spoken to Levi Sandoval for a couple of months; however, Levi Sandoval has expressed the need to make changes. Ryan Costanza will contact Levi Sandoval regarding his input.

Amanda Urioste asked Scott Eliason to review the Board's financials to see if we would be able to consider purchasing all or part of Ryan Costanza's submission.

Ryan Costanza would like to present our findings to the membership at the Annual Meeting and involve the membership in the decision.

Amanda Urioste indicated that RCAC has recommended that we use SePem. Doing so would allow us to monitor our mains. Also, RCAC can map out a replacement plan, as well as procure money to meet equipment and construction costs.

Deej Banister asked about replacement of faulty Stop Valves. Amanda Urioste shared a leak detection request form that other communities use for issuing problem notifications to members.

Document Management Subscription:

The Board is considering methods for scanning the BMDWCA records rather than filing them in file cabinets. Amanda Urioste has reached out for three quotes in the Albuquerque and surrounding areas. At this time, we have received one quote from Iron Mountain Scanning. This type of storage allows for easy access to document information. We need to determine what types of documents we need to retain. Ryan Costanza suggested that we table this item until we receive the additional quotes. Amanda Urioste will obtain a timetable for retention of documents from the State of New Mexico.

Rules and Regulations:

After much discussion on possible changes or additions to the Rules and Regulations, it was determined that we did not have enough time left in this meeting to cover all items. Ryan Costanza asked that the Rules and Regulations changes be carried over to a Special meeting. Bob Cooke asked that we discuss the Bylaws at the same time. Amanda Urioste called for a motion to table the Rules and Regulations discussions and add discussions of Bylaws to a Special meeting. Ryan Costanza made a motion to table the Rules and Regulations, Items 6, 7, 8 and 9 and add discussions of Bylaws to a Special meeting; Jimmy Banister seconded. The motion unanimously carried.

Amanda Urioste will submit to the Directors all the proposed Rules and Regulations changes that need to be reviewed through a Word document prior to the Special meeting. Amanda Urioste asked that each Director mock up his or her thoughts on the possible changes and return them to her directly for compilation. The Board will continue discussions for Rules and Regulations and vote on changes at the Special meeting. Bylaws require membership vote for any changes. We will

review the Bylaws and compile our findings for presentation to the Membership at the Annual Meeting.

Update On New State Legislation and RCAC:

Amanda Urioste provided a document to the Directors regarding SENATE Bill 1, 56th Legislature, State of New Mexico, First Session, 2023. An Act relating to water, enacting the regional water system resiliency act; authorizing the creation of regional utility authorities; providing the powers and duties of authorities; providing the powers and duties of Boards of directors; authorizing the issuance of bonds; providing for the transfer of assets, liabilities and water rights.

The Board received a memo from RCAC stating that their meeting has been rescheduled. The BMDWCA Directors are welcome to attend the meeting. It is scheduled for April 28, 2023. The previous meeting was cancelled because of storm conditions. This could be an area of additional funding.

Actions/Items Needed for Annual Meeting Prep:

No action taken

PUBLIC COMMENT:

Karen Adam: Karen's understanding is that the new well is not operable. She stated we need to check on the warranty coverage. The warranty was for a year. She suggests that we need to go back to the architect and construction company and check with them as to what we need to do to correct the water production problem and to do so before our warranty runs out. She stated that the Board has invested a lot of money and it is not working. Amanda Urioste and Jimmy Banister will review well and warranty information.

Jeff Neel: Family has had a cabin in the area for 60 years. Jeff suggested a procedure that he thinks might help locate leaks. He proposed that the Board quadrant out the subdivision into sections and place approximately six (6) smart meters within a section. We could then identify leaks within one quadrant, identify repairs and/or replacements, move on to the next quadrant and repeat the same action. He feels this might be a way of identifying leaks on occupied property at a lesser cost.

NEXT MEETING DATE AND LOCATION:

Special meeting to be determined.

ADJOURNMENT:

Amanda Urioste called adjournment at 10:52 a.m.

Deej Banister
Secretary