

# *Brazos Mutual Domestic Water Consumer Association*

**BMDWCA  
Regular Board Meeting  
Brazos Volunteer Fire Department  
7/23/22  
10:00 AM MDT**

## **FINAL MEETING MINUTES**

### **I. CONVENE AND ROLL CALL**

**President Bob Cooke called Meeting to order @10:02 a.m. Quorum Present**

#### **MEMBERS PRESENT:**

- Bob Cooke
- Amanda Urioste via google meet
- Dennis Fahs
- Irv Lindemuth
- Karen Adam
- Ryan Costanza via google meet
- Jim Banister

#### **MEMBERS ABSENT:**

- Chris Dennison
- David Hebertson

#### **Public Present:**

- Martha Banister

### **II. APPROVAL OF AGENDA**

Amanda Urioste made a MOTION to amend the agenda, moving **b)** Membership rate increase under VI. New Business to be discussed 1st before the budget approval. Member Jim Banister SECONDED the motion. President Bob Cooke, initiated a roll call vote.

For: Amanda Urioste, Ryan Costanza, Jim Banister, Bob Cooke

Against: None

Abstained: Irv Lindemuth, Karen Adam, Dennis Fahs

Motion PASSED the agenda to be approved as amended.

### **III. APPROVAL OF MINUTES**

June 18<sup>th</sup> Meeting Minutes

Irv Lindemuth made a MOTION to amend the Meeting minutes to include removing William Silva's name. Member Amanda Urioste SECONDED the motion. President Bob Cooke initiated a roll call vote.

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For: Amanda Urioste, Ryan Costanza, Jim Banister, Irv Lindemuth, Karen Adam, Dennis Fahs

Against: None

Abstained: Bob Cooke

Motion PASSED.

## **July 2<sup>nd</sup> Meeting Minutes**

Irv Lindemuth made a MOTION to amend the July 2nd meeting minutes to include abstentions and to attach the letter to the Fire Department, the letter to Collison, and the UBPOA lease. Received no second.

Motion fails

Irv Lindemuth made a MOTION to amend the July 2<sup>nd</sup> meeting minutes to show attached Letter to fire department document, abstentions from president. Member Karen Adam SECONDED the motion. President Bob Cooke initiated a roll call vote.

For: Irv Lindemuth, Karen Adam, Dennis Fahs, & Jim Banister

Against: Amanda Urioste

Abstained: Bob Cooke, Ryan Costanza

Motion Passes

## **IV. REPORTS (I)**

### a) Presidents Report:

President Bob Cooke gave the board an update on change orders to complete the new well, NMED Grant, Lessons learned from the conference, and Insurance Policies.

### b) Directors Report

Jim Banister gave a director's report on a request from previous board member, and tree cutting activities.

Irv Lindemuth gave a report on emails, project completion certificate, Levi's monthly report, Govcard, Audits and penalties not being assessed by DFA to the board.

Dennis Fahs: No Report

Ryan Costanza gave a report on cost for infrastructure replacement.

### c) Treasurers Report

Karen presented the current treasurers report including balances and expenses.

### d) Secretary Report

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Website information sent to the board and address updated to HC 75 Box 105 Chama NM, 87520.

## **V. NEW BUSINESS (A)**

### **a) Membership Rate Increase:**

Irv Lindemuth made a MOTION to accept the **40% Membership** Rate Increase to all Users, non-users & Commercial users annual membership fee. Member Karen Adam SECONDED the motion. President Bob Cooke initiated a roll call vote.

For: Ryan Costanza, Irv Lindemuth, Karen Adam, Bob Cooke

Against: Amanda Urioste, Jim Banister

Abstained: Dennis Fahs

Motion PASSED.

### **b) FY23 Budget Approval:**

Irv Lindemuth made a motion to approve the budget with the correction to the non-user fee in the income section and including the 40% membership increase. Dennis Fahs seconded. President Bob Cooke initiated a roll call vote.

For: Amanda Urioste, Karen Adam, Dennis Fahs, Irv Lindemuth, Ryan Costanza

Against: none

Abstained: Jim Banister, Bob Cooke

Motion PASSED.

## **Budget Resolution**

Irv made a motion to approve the budget resolution FY23-1 signed by the president authorized by the board. Karen Adam seconded the motion. President Bob Cooke initiated a roll call vote

For: Amanda Urioste, Karen Adam, Dennis Fahs, Irv Lindemuth, Ryan Costanza, Jim Banister

Against: None

Abstained: Bob Cooke

Motion PASSED

## **Grant Acceptance**

Karen Adam made a motion to approve the acceptance of the \$12,000 Grant offered by the State of NM to be signed by the president authorized by the board to be used as needed. Dennis Fahs seconded the motion. President Bob Cooke initiated a roll call vote.

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For: Amanda Urioste, Karen Adam, Dennis Fahs, Irv Lindemuth, Ryan Costanza, Jim Banister

Against: None

Abstained: Bob Cooke

Motion PASSED

## **c) Interior Completion of Well House #4:**

Amanda Urioste made a MOTION to accept the bid for work to complete the interior on Well House #4. Cost is not to exceed \$2000.00 including labor and materials. Member Karen Adam SECONDED the motion. President Bob Cooke initiated a roll call vote.

For: Amanda Urioste, Karen Adam, Dennis Fahs, Irv Lindemuth, Ryan Costanza, Jim Banister

Against: None

Abstained: Bob Cooke

Motion PASSED

## **d) Padilla Membership Transfer Application:**

Amanda Urioste made a MOTION to accept the application and transfer the membership from Paul & Jonelle Walenciak to Brian & Kristen Padilla. Karen Adam SECONDED the motion. President Bob Cooke initiated a roll call vote.

For: Amanda Urioste, Karen Adam, Dennis Fahs, Irv Lindemuth, Ryan Costanza, Jim Banister

Against: None

Abstained: Bob Cooke

Motion PASSED.

## **e) Bookkeeper Position**

Amanda Urioste made a MOTION to Hire a new bookkeeper based on the statement made in BMDWCA bylaws. Member Jim Banister SECONDED the motion. President Bob Cooke initiated a roll call vote.

For: Ryan Costanza, Jim Banister, Amanda Urioste, Bob Cooke

Against: Irv Lindemuth, Karen Adam

Abstained: Dennis Fahs

Motion PASSED.

## **VI. OLD BUSINESS (A)**

# *Brazos Mutual Domestic Water Consumer Association*

a) Change Order Sierra Engineering:

Jim Banister made a motion to accept the change order. Member Ryan Costanza SECONDED the motion. President Bob Cooke initiated a roll call vote.

For: Irv Lindemuth, Karen Adam, Ryan Costanza, Jim Banister, Amanda Urioste, Dennis Fahs

Against: None

Abstained: Bob Cooke

Motion PASSED.

## **VII. PUBLIC COMMENT**

None

## **VIII. NEXT MEETING DATE & LOCATION**

- TBD

## **IX. ADJOURN**

Being no further Board business, Amanda Urioste made a motion to adjourn the meeting. Ryan Costanza seconded the Motion. President Bob Cooke adjourned the meeting at 12:10 P.M

**MICHELLE LUJAN GRISHAM**  
GOVERNOR



**DEBORAH ROMERO**  
CABINET SECRETARY

**DONNIE J. QUINTANA**  
DIRECTOR

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
Bataan Memorial Building ♦ 407 Galisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501  
PHONE (505) 827-4950 ♦ FAX (505) 827-4948

August 1, 2022

Jay Mason  
Treasurer  
Brazo MDWCA  
P.O. Box 92945  
Albuquerque, NM 87199

Dear Mr. Mason:

The final budget for your local government entity for Fiscal Year 2022-23, as approved by your governing body, has been examined and reviewed. The Department of Finance and Administration, Local Government Division (LGD) finds it has been developed in accordance with applicable statutes and budgeting guidelines, and sufficient resources appear to be available to cover budgeted expenditures. In addition, the *Budget Certification of Local Public Bodies* rule, 2.2.3 NMAC, requires that your entity's audit for Fiscal Year 2020-2021 should have been submitted to the Office of the State Auditor as of this time. The LGD's information indicates that you are in compliance with this requirement. Therefore, in accordance with Section 6-6-2(E) NMSA 1978, the LGD certifies your entity's final Fiscal Year 2022-23 budget.

Budgets approved by the LGD are required to be made a part of the minutes of your governing body in compliance with Section 6-6-5 NMSA 1978. In addition, Section 6-6-6 NMSA 1978 provides that the approved budget is binding on local officials and governing authorities, and any official or governing authority approving claims or paying warrants in excess of the approved budget or available funds will be liable for the excess amounts. Furthermore, state statute requires all revenue sources be expended only for public purposes, and if applicable, in accordance with the Procurement Code, Chapter 13, Article 1, NMSA 1978. Use of public revenue is also governed by Article 9, Section 14 of the Constitution of the State of New Mexico, commonly referred to as the anti-donation clause.

**Finally, as required by Section 6-6-2(H), NMSA 1978, LGD is required to approve all budget increases and transfers between funds not included in the final approved budget.**

If you have any questions regarding this matter, please call Eric Luchetti of my staff at 505-690-4621 or via email at [Eric.Luchetti@state.nm.us](mailto:Eric.Luchetti@state.nm.us).

Sincerely,

A handwritten signature in blue ink that reads "Donnie J. Quintana".

*On behalf of:*

Donnie J. Quintana, Director  
Local Government Division

xc: file

## 40% Membership and Fee Rate Increase

Revised 7/22/22

Non-user fee (\$154 + 7.70 tax = \$161.70) (16 members)	2,587.20
User fee \$602 + 30.10 tax = \$632.10 (128 members)	80,908.80
Commercial User (\$1,050 + 52.50 = \$1102) (1 member)	1,102.50
Application fee for new membership	
Transfer Fee for sold property	
Application fee for change in user status	

### Budget for FY 2022-23

<b>Income</b>	
4000 · Application, Transfer Fees (Application/Transfer Fee)	400.00
4015 · Penalty for water waste	
4020 · Commercial User Fee (Commercial User Fee)	1,102.50
4040 · Non-User Fee (Non-User Fee)	2,587.20
4050 · User Fee (User Fee)	80,908.80
4060 · Late Payment Charge (Late Payment Charge)	750.00
4070 · New Member Fee (New Member Fee)	
<b>Other Income</b>	
long term gain	0.00
8500 · Interest - Checking	0.00
8550 · Miscellaneous Income	0.00
8625 · Interest-Fidelity	0.00
<b>Total Income</b>	<b>85,748.50</b>
<b>Expense</b>	
Lot Rental	1,360.00
Paypal Fee	300.00
6010 · Bank Charges	0.00
6015 · Bad Debt	0.00
6030 · Depreciation Expense	0.00
6040 · Dues & Subscriptions	500.00
6050 · Insurance & Bonding Fees	7,500.00
6060 · Interest	400.00
6070 · Legal & Accounting	7,000.00
6075 · Bookkeeping Fees	3,200.00
6080 · Licenses & Permits	300.00
6090 · Meter Installation	500.00
6100 · Meter Reading Expense	400.00
6105 · Miscellaneous Expense	0.00
6110 · Office Supplies & Postage	800.00
6115 · Website	400.00
6120 · Real Estate Taxes	325.00
6130 · Repairs & Maint-General	1,700.00
6155 · Telephone expense	140.00
6160 · Utilities	7,500.00
6165 · Water Manager Fees	10,000.00
6175 · Water System Testing	500.00
6180 · Water System Supplies	800.00
6185 · Water System Equipment Repair	4,000.00
6200 · Well Maintenance & Repair	5,000.00
Infrastructure Improvement -- Reserve Account	8,608.00
6560 · Direct deposit fee	30.00
Note payments Note 2005-02 (1685)+RIP00031 (12000)	13,685.00
Sales tax (5% of all fees from income)	4,267.43
<b>Total Expense</b>	<b>79,215.43</b>
<b>Net Profit and Loss</b>	<b>6,533.08</b>

APPROVED

*Brenda J. Suazo-Diles 8/11/2022*

DEPARTMENT OF FINANCE & ADMIN.  
LOCAL GOVERNMENT DIVISION

*h.c.  
7-23-2022*