

Agenda Date: 25 October 2025

Brazos Mutual Domestic Water Consumers Association
Special Meeting Agenda
<https://upperbrazoswater.org/>

Tuesday, 28 October 2025, 6:30 – 8 PM
2 Brazos Circle Dr Chama, NM 87520

Or join remotely: <https://meet.google.com/hbu-kasq-iva>

1 – Call to order

2 – Proof of quorum

3 – Proof of Notice of Meeting

4 – Reposting of Prior Meeting Agenda of Tuesday, October 21, 2025 at 6:30pm due to video link correction during meeting. Although the meeting link was corrected on the website and the public was able to attend, to conservatively safeguard against any Open Meeting Act issues, the Board will now run through the agenda items as they were (except item 8 - A. c. added for thoroughness) and re-vote on these items.

1 – Call to order

2 – Proof of quorum

3 – Proof of Notice of Meeting

4 – Good of the Association – 10 minutes. Comments or observations about the association (without formal motions) about the BMDWCA and its work. Comments may be from board or Association members.

5 – Reading and Approval of Minutes for September 20, 2025, Board Meeting

6 – Officers, Board, & Committee Reports

- A. President’s – Teri Fahs – Review of Duties of officers, update of activities since September 20th board meeting
- B. VP Report – Rubel Martinez – NM Rural Water presentation
- C. Treasurer’s Report – Donna Casados – Monthly reports and updates as needed

7 – Unfinished Business

- A. Approve Budget for 202-2026 – Casados
- B. Sanitary Survey Inspection Report – August 26, 2025 – Fahs
- C. Compliance report from Melanie Delgado NMED – Fahs

8 – New Business

- A. Discussion and Action on Bookkeeper
 - a. Donna Casados
 - b. Skye Hunley
 - c. Other (added)
- B. Discussion and Action on “Community Liaison”
 - a. Chris Dennison
- C. Establish Board Committees – Suggestions for members of the committees.
 - a. Operational Guidance – By-Laws, Articles of Incorporation (up-date), Rules and Regulations
 - b. Financial – Annual budget, grants, etc.
 - c. Employee Relations
 - i. Operator
 - ii. Community Liaison

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d. Others as suggested

9 – Establish next meeting date and time – No specific time, place, or frequency of meetings is outlined in the By-Laws, Rules & Regulations, of Articles of Incorporation

10 – Good of the Association – comments or observations about the association (without formal motions) about the BMDWCA and its work. May be from board members or Association members.

11 – Adjournment of October 21, 2025 meeting.

5 – Good of the Association – 10 minutes. Comments or observations about the association (without formal motions) about the BMDWCA and its work. Comments may be from Board or Association members.

6 – Reading and Approval of minutes for October 21, 2025, Board Meeting

7 – Officers, Board, & Committee Reports

- A. President’s – Teri Fahs
- B. Vice-President’s – Rubel Martinez
- C. Treasurer’s Report – Donna Casados
 - a. Monthly reports and updates as needed
 - b. NM Environment Department Loan Confirmation

8 – Unfinished Business

- A. Approval of Budget for 2025-2026
- B. Board Committees – Discussion and establishment
 - a. Operational Guidelines – By-Laws, Articles of Incorporation, Rules and Regulations, etc.
 - b. Financial – All financial concerns but not limited to Annual budget, grants, etc.
 - c. Infrastructure – current and future needs, etc.
 - d. Employee Relations
 - i. Operator
 - ii. Community Liaison
 - iii. Bookkeeper
 - iv. Other
 - e. Others as suggested
- C. Public Notice for Non-Sampling Notification

9 – New Business

- A. Richard Ulibarri – replace Electrical Supply Box Well # 3
- B. Insurance – Liability, Board, and Umbrella
- C. Job Description and Contract Samples for System Operator
- D. Job Description and Contract Samples for Bookkeeper
- E. Videoconference Meeting subscription
- F. Proposed Board Meeting Date(s) until Annual Meeting

10 – Next meeting date and time – Thursday, November 20, 2025. 6:30 PM 2 Brazos Circle Chama, NM 87520 OR Videoconference – see agendas and website for meeting links.

11 – Good of the Association – comments or observations about the association (without formal motions) about the BMDWCA and its work. Maybe be from board members or Association members.

12 – Adjournment