

Special Brazos Mutual Domestic Water Consumers Board Meeting

Location

2 Brazos Circle, Chama, NM 87520

Via Google Meets:

**Final -Special Brazos BMDWCA Board Meeting - Minutes**

Tuesday, October 21 · 6:30 - 7:30pm

Time zone: America/Denver

Google Meet joining info

Video call link: <https://meet.google.com/hbu-kasq-iva>

1 – Call to order

- Meeting called to order at 6:51pm

2 – Proof of quorum

- In physical attendance: Teri Fahs
- Virtual attendance via virtual link: Jim Banister, Charles Roberts, Rubel Martinez, Ryan Costanza, Donna Casados
- Nonboard Member Attendance: Mike and Karen Adams, Jeff Neal, Irv Lindemuth, Audry Jaramillo, Jennifer Roberts

3 – Proof of Notice of Meeting

- Meeting posted on Association website and at physical location in Brazos

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

- Public Comment from Jeff Neel @ 38 Blue Jay Lane – Is requesting water be transferred from his name into a trust
- Mark and Amanda Stavig @27 Tall Pine is requesting updated on request for water application/transfer paperwork provided to the last board

## 5 - Reading and Approval of minutes for September 20, 2025, Board Meeting

- Motion was made by Charles to approve the minutes as presented, Donna seconded the motion; roll call vote taken: **Yes** - Charles, Teri, Rubel, Ryan, Donna  
**Abstained** - Jim

## 6 – Officers, Board, & Committee Reports

- . President’s – Teri Fahs - Review of Duties of officers, update of activities since September 20<sup>th</sup> board meeting
- Teri Fahs – provided a report about the non-compliant items/concerns that were brought forward by NMED. Discussed the delinquent audit findings from 2019-2025 and available training for board members
- . VP Report – Rubel Martinez - NM Rural Water presentation
- Rubel shared a PowerPoint presentation about NMRWA training availabilities to board members
- . Treasurer’s Report – Donna Casados - Monthly reports and updates as needed
- Provided a high-level overview of August and September expenditures and deposits into the NM Bank and Trust account. Also, informed the board the acknowledgement letter for the loan with NMED was completed and submitted back to the State

## 7 - Unfinished Business

- . Approve Budget for 2025-2026 – Casados
- Motion was made by Ryan to table this item to allow the board to review the budget being presented before board approval for a special board meeting, motion was seconded by Rubel. Roll call vote called: **Yes** - Teri, Ryan, Rubel, Jim, Charles.  
Donna

Special board meeting to take place 10.28.2025 @ 6:30

- . Sanitary Survey Inspection Report – August 26, 2025 – Fahs
  - Teri provided an overview of the Sanitary Survey Inspection Report
- . Compliance report from Melanie Delgado NMED – Fahs
  - Teri provided an overview of the compliance report from Melenie Delgado NMED that had 9 findings; all of which have been address and responded to

## 8-New Business

- . Discussion and Action on Bookkeeper
  - . Donna Casados
  - . Skye Hunley
  - Ryan suggested he would be willing to take on the role of the bookkeeper in a temporary manner at no charge to the board until a permanent bookkeeper has been appointed/hired. Concerns about overextending Donna were made and concerns of non-completion of tasks and utilization of bookkeeping software of the last bookkeeper were brought up. Rubel made a motion to temporarily appoint Ryan as the bookkeeper, motion was seconded by Charles. Roll call vote called: **Yes** - Donna, Charles, Jim, Rubel **Abstained** - Teri and Ryan
- . Discussion and Action on “Community Liaison”
  - . Chris Dennison
  - Motion was made by Ryan to approve Chris Dennison to take a contract role as the Community Liaison, motion was seconded by Charles. Roll call vote called: **Yes** - Teri, Rubel, Jim, Charles, Ryan, Donna
- . ***Establish Board Committees – Suggestions for members of the committees.***
  - . ***Operational Guidelines – By-Laws, Articles of Incorporation (up-date), Rules and Regulations***
  - . ***Financial – Annual budget, grants, etc.***
  - . ***Infrastructure – current and future needs, etc.***
  - . ***Employee Relations***
    - . ***Operator***
    - . ***Community Liaison***
  - . ***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. Maybe be from board members or Association members.***

- Motion was made by Teri to table the above bolded items on the agenda due to time constraints and requested these items be added to the agenda for the next special meeting; Charles seconded the motion. No Roll Call Vote Called

#### 11 – Adjournment

- Motion was made by Donna to adjourn the meeting at 8:15 PM, motion was seconded by Charles.

8 October 2025