

Final Minutes

Regular Brazos Mutual Domestic Water Consumers Board Meeting

28 October 2025

6:30 – 8 PM

2 Brazos Circle OR Via Google Meets: Video call link: <https://meet.google.com/hbu-kasq-iva>

Action Items ✨

Special Note: Clarification that Karen Adam's name was mistakenly listed where Teri Fahs' name should have appeared, as Teri Fahs had been using Karen Adam's computer.

- Update Oct 21 minutes: fix Ryan last name, add attendees, note no roll call on Item 10

Donna Casados

- Check w/ NMED re: system seal stamp location

Karen Adam

- Confirm w/ NMED (Melody/Bill) Nov 20 training details; then schedule pre-training normal meeting

Karen Adam

- Collect board emails; send DFA budget resolution via e-sign

Donna Casados

- Email NMED (Melody/Bill) missed-sampling report

Karen Adam

- Coordinate w/ Richard Ulibarri to replace Well 3 fuse box in Nov

Karen Adam

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- Pay Alcorn Insurance renewal \$4,631 due Oct 31

Donna Casados

- Confirm w/ Levi retirement timing and contract status

Charles Roberts

- Draft written agreement w/ Brazos Canyon VFD re: tank fills; include terms/hydrants/notice/no-cost/cancel

Chris Dennison

- Coordinate w/ Jake Collison (VFD) to test/flush all fire hydrants

Chris Dennison

- Meet w/ Scott Oct 29 to finalize bank account transition

Donna Casados

- Email DFA budget submission deadline

Karen Adam

- Send test Google Drive links to board; verify access

Donna Casados

Meeting Summary ✨

Meeting Purpose

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To re-vote on October 21st motions and approve the FY26 budget.

Key Takeaways

- **FY26 Budget & Resolution Approved:** [The board approved the FY26 budget and a required DFA resolution, despite concerns about the budget's lack of detail, to meet a state deadline.](#)
- **Critical Actions Approved:** The board approved two urgent items: renewing the \$4,631 insurance policy (due Oct 31) and replacing the Well #3 electrical box for \$1,800 to prevent failure.
- **Meeting Scope Clarified:** [The board confirmed only the budget was properly tabled from the Oct 21st meeting, limiting this special meeting's agenda to that item and other critical, time-sensitive issues.](#)
- **Operator Succession Plan:** [The board will formally vet two candidates—Daniel Martinez \(trained by Levi Sandoval\) and John Rector \(Level 4 operator\)—to ensure a smooth transition and maintain system knowledge.](#)

Topics

Meeting Scope & Oct 21st Minutes

- [The board reviewed the Oct 21st meeting to ensure Open Meetings Act compliance, re-voting on all actions.](#)
- **Budget Tabling Motion:** [Ryan moved to table the FY26 budget review to this meeting; Rubel seconded.](#)
 - **Vote:** Unanimous (6-0).
- **Bookkeeper Appointment Motion:** [Rubel moved to temporarily appoint Ryan as bookkeeper; Charles seconded.](#)
 - **Vote:** 4-0 (Ryan, Teri abstained).

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- **Community Liaison Motion:** Ryan moved to approve Chris Dennison as a contract community liaison; Charles seconded.
 - **Vote:** Unanimous (6-0).
- **Minutes Revision:** The Oct 21st minutes were approved with corrections, including noting a failed motion (no roll call vote) and correcting participant names.

FY26 Budget & Resolution

- The board approved the FY26 budget and a required DFA resolution.
- **DFA Resolution:** A motion to adopt the resolution passed unanimously (6-0).
- **Budget Approval:** A motion to approve the budget passed unanimously (6-0).
 - **Rationale:** The budget is a "flat budget" copied from the prior year. The board acknowledged its lack of detail but approved it to meet the state deadline, relying on the ability to move funds between line items as needed.

Critical Actions & New Business

- **Insurance Renewal:**
 - **Action:** Renew the commercial package policy with Alcorn Insurance for \$4,631.
 - **Rationale:** The policy is due Oct 31st. Finding a new insurer is difficult, and this renewal secures coverage.
 - **Vote:** Unanimous (6-0).
- **Well #3 Electrical Box:**

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- **Action:** Replace the original, failing electrical box at Well #3 for \$1,800.
- **Rationale:** [The box is a failure risk. The bid from Richard Ulibarri is consistent with past work, and the repair can be done in November before winter.](#)
- **Vote:** Unanimous (6-0).
- **[Fire Department Water Request:](#)**
 - **Request:** [Brazos Canyon VFD requested water to refill tanks, taken in 3,000-gallon increments.](#)
 - **Operator Feedback:** [Levi Sandoval confirmed this is feasible and beneficial, as it flushes the system.](#)
 - **Board Direction:** [Chris Dennison will draft a formal agreement with the VFD to protect the system and explore testing other hydrants.](#)

Operator Succession Plan

- [The board discussed the upcoming operator transition.](#)
- **Candidates:**
 - **Daniel Martinez:** [Trained by Levi Sandoval; has hands-on system knowledge.](#)
 - **John Rector:** [Level 4 operator; referred by RACA.](#)
- **Contingency Planning:** [The board will formally vet both candidates to ensure a smooth transition and explore a backup plan with neighboring systems.](#)

Future Planning & Logistics

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- **Board Committees:** Tabled to the Nov 20th meeting, pending NMED's training schedule.
- **Video Conferencing:** Tabled to the next meeting. The board will consider adding a phone dial-in option for accessibility.
- **Bank Account:** The board will explore switching from New Mexico Bank and Trust to WAFED to avoid new, higher fees (\$35/month minimum).

Next Steps

- **Donna Casados:**
 - Finalize and distribute the DFA budget resolution for e-signatures.
 - Pay the \$4,631 insurance renewal by Oct 31st.
 - Meet with Scott to transition bank account access.
- **Chris Dennison:**
 - Draft a formal agreement with the Brazos Canyon VFD for water supply.
- **Karen Adam:**
 - Confirm the Nov 20th NMED training schedule and whether a board meeting can precede it.
- **Board:**
 - Table discussions on board committees and video conferencing to the next meeting.