

Brazos Mutual Domestic Water Consumers Association

Regular Board Meeting Minutes - Draft

Date: Tuesday, February 10, 2026

Time: 6:30 PM MST

Location: 2 Brazos Circle, Chama, NM 87520 and via Google Meet

1. Call to Order

The regular meeting of the Brazos Mutual Domestic Water Consumers Association Board of Directors was called to order at 6:30 PM.

2. Proof of Quorum

A quorum was present, and business was conducted accordingly.

3. Proof of Notice of Meeting

Proper notice of the meeting was confirmed in accordance with the bylaws and the New Mexico Open Meetings Act.

4. Approval of Agenda

The agenda was reviewed and approved.

5. Public Comment

No formal public comment period remarks were recorded.

6. Officers and Directors report

Treasurer's Report: Beginning balance of \$116,283.39; ending balance of \$105,015.64. Disbursements totaled \$11,277.45, including Well #1 repairs paid to Sierra Alta payment for Well #1.

7 - Unfinished Business

Well #1 Pump Replacement: The pump replacement was completed by Richard Terrazas in the amount of \$9,948.39, within the previously approved estimate range of \$7,500-\$10,000. Mr. Terrazas is compiling a detailed asset notebook for all wells.

AUP Portal: The State Auditor portal is active. The Board will upload required documents and use the process to improve recordkeeping systems.

New Bookkeeper: Martha Montoya introduced herself and reviewed her bookkeeping experience. The Board acknowledged her engagement.

8-New Business

A. NMFA Technical Assistance Program (TAP) Grant

Joseph Valdez (RCAC) presented information regarding the NMFA Technical Assistance Program (TAP) grant, which provides free professional services to water systems.

Services requested include:

- Preliminary Engineering Report (PER)
- Asset Management Plan (AMP)
- Geospatial mapping and related technical services

The Board determined the grant represents a low-cost opportunity to secure professional planning services required for future infrastructure funding.

Motion: Approve Resolution 2026-1 authorizing submission of the TAP grant application.

Vote: Motion carried.

B. The Board will engage in a structured discussion (15 minutes per board members) regarding the two or three subjects each member identifies as most important to the BMDWCA. Each Board member will present their perspectives and propose suggestions for implementation, further study, or other relevant actions pertaining to the topics introduced.

- **System Priorities and Infrastructure Planning**

The Board discussed long-term system priorities, including:

- Securing Wellhouse #1 building
- Replacing Wellhouse #3 and evaluating installation of a 20'x25' tank to improve downtown water pressure
- Removal of the derelict water tank near Wellhouse #3
- Contracting for vegetation and site maintenance services

Rubel Martinez will coordinate removal of the derelict tank with Randy Terrazas. Charles Roberts will research options for Wellhouse #3 replacement, including American Steel.

- **Financial Records Review**

The Board discussed investigation of the 2022 Fidelity account closure and the approximate \$100,000 transfer to the UMB bank account. Rubel Martinez will provide Fidelity statements to Donna Casados for cross-referencing with UMB records.

The Board also discussed the need for accurate tracking of 2026 dues due to missing 2025 records.

- **Governance and Bylaw Updates**

The Board discussed updating bylaws to comply with Sanitary Projects Act requirements, including development of a board code of conduct.

The possibility of reducing the board from nine members to five was introduced and will require membership approval if pursued.

Discussion occurred regarding the annual meeting date and coordination with community partners.

A request was made to place development of an apology letter to a community member on a future agenda.

Possible Action Items

The Board assigned the following actions:

- Sign and submit TAP grant resolution.
- Update Treasurer report to reflect Sierra Alta Well #1 payment.
- Compile well-specific resource binders.
- Investigate Fidelity transfer documentation.
- Draft board code of conduct proposal.
- Research Wellhouse #3 replacement options.
- Coordinate derelict tank removal.
- Address snow removal and site maintenance needs.
- Add apology letter discussion to next agenda.

9. Establish Next Meeting Date

The next regular board meeting March 10th,2026 at 6:30pm

10. Public Comment

- **Legislative Community Alert**

Donna Casados informed the Board of pending Senate Bills (SB 154 and SB 161/HB 267) related to wildfire insurance and mitigation liability, which may significantly impact insurance rates in New Mexico.

11. Adjournment

The meeting was adjourned following completion of business.

Approved by the Board on: _____

Teri Fahs, President

Attest:

Donna Casados, Secretary/Treasurer