

# Brazos Mutual Domestic Water Consumers Association

## Final - Regular Board Meeting Minutes

**Date:** Monday, December 15, 2025

**Time:** 6:30 PM MST

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

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

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### 1. Call to Order

President **Teri Fahs** called the regular meeting of the Brazos Mutual Domestic Water Consumers Association Board of Directors to order at **6:30 PM**.

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### 2. Proof of Quorum

Treasurer **Donna Casados** confirmed a quorum was present.

**Board Members Present:**

- Teri Fahs, President
- Charles Roberts
- Rubel Martinez, Vice President
- Ryan Costanza
- Donna Casados, Secretary/Treasurer
- Jim Banister

**Others Present:**

- Karen Adam (Member)
  - Chris Dennison (Operator/Member)
  - Audrey Jaramillo (Member)
  - T. Gar (Member)
  - David Oelschlegel (Member)
  
  - Jay Mason
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### 3. Proof of Notice of Meeting

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

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## 4. Approval of Agenda

President Fahs reviewed meeting procedures under Robert's Rules of Order.

- **Motion:** Approve the agenda
    - Moved by: Charles Roberts
    - Seconded by: Donna Casados
    - **Vote:** Motion carried
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## 5. Public Comment (5 minutes)

The floor was opened for public comment. No members requested to speak.

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## 6. Reading and Approval of Minutes

### October 28, 2025 Minutes

- **Motion:** Approve October 28, 2025 minutes
  - Moved by: Charles Roberts

During discussion, it was noted 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. Treasurer Casados agreed to add a clarifying note.

- **Motion:** Re-approve October 28, 2025 minutes with correction
  - Moved by: Ryan Costanza
  - Seconded by: Charles Roberts
  - **Vote:** Motion carried

### November 20, 2025 Training Minutes

- **Motion:** Approve November 20, 2025 minutes
    - Moved by: Ryan Costanza
    - Seconded by: Charles Roberts
    - **Vote:** Motion carried
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## 7. Officer, Board, and Committee Reports

### President's Report

President Fahs reported on a meeting with **Joseph Valdez**, who was optimistic that association finances and reporting could be brought current by December 2026 to support an application for a **State Engineer's Office grant**. Required documentation includes bylaws, articles of incorporation, budgets, open meeting resolutions, and cost adjustments.

### Records Recovery

Rubel Martinez reported progress in retrieving documentation related to the closed **Fidelity account**.

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### Treasurer's Report and Banking Issues

Treasurer **Donna Casados** reported: - Payments to **Levi Sandoval** for September, October, and November - Payments to **Sierra Alta Electric** for well electrical work - Two monthly invoice payments to **Chris Dennison**

Donna Casados detailed ongoing issues with the **New Mexico Bank & Trust / UNB Bank merger**, which has prevented her from being added electronically as a signatory despite full documentation. The Board discussed possibly changing banks in the new year, which will require a signed and recorded copy of the Association's Articles of Incorporation, requested from the State.

Ryan Costanza asked whether historical bank documentation would be lost due to the merger. Donna Casados stated records are limited to existing electronic and paper copies.

### Bank Statements and Fidelity Deposits

Ryan Costanza requested copies of bank statements showing three transfers from Fidelity into the NMBT account. Donna Casados agreed to share them if located.

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## 8. Unfinished Business

### Electronic Meeting Format

Donna Casados reviewed electronic meeting platform options.

- **Motion:** Continue using Google Meet, authorize payment of subscription, and reimburse Treasurer Casados for past expenses

- Moved by: Rubel Martinez (as amended by President Fahs)
- Seconded by: Charles Roberts
- **Vote:** Motion carried; Donna Casados abstained

Jim Banister asked about phone-in access; Donna Casados agreed to investigate with Google support.

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## Approval of Membership Transfers

President Fahs presented **15 membership transfers** (5 previously unratified; 10 pending since August/September 2024). All documentation was complete.

Discussion included tracking of non-user memberships and updates to the membership request form.

- **Motion:** Approve membership transfers
  - Moved by: Charles Roberts
  - Seconded by: Donna Casados

## *High-Elevation Property Discussion*

Concerns were raised regarding a property above the middle tank. It was clarified that the owner, **Chase Haynes**, understands they must install a pump to access water. Chris Dennison will confirm the membership status. Rubel Martinez suggested adding the term *gravity-fed system* to the bylaws.

- **Motion:** Approve membership transfers including a **\$50 refund to Bryce Harper**
    - Moved by: Ryan Costanza
    - Seconded by: Charles Roberts
    - **Vote:** Motion carried
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## AUP (Agreed Upon Procedures) Grant Update

President Fahs announced that **Audrey Harmo's AUP grant application** to the State Auditor's Office was accepted, providing assistance and funding for the mini-audit.

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## Membership List and Past Due Accounts

Charles Roberts reported: - 130 user memberships - 17 non-users - 3 non-active memberships - 1 commercial user (Cliff View Restaurant)

Concerns were noted regarding missing records of 2025 payments. Ryan Costanza suggested reviewing bylaws related to cancellation of long-delinquent accounts.

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## Meter Log and Inactive Meters

Charles Roberts reviewed updates to the meter log and a color-coded system map. Some Bobcat Circle properties require spring inspection and possible lockout/tagout. Discussion included non-metered lots and bylaws compliance.

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## Electrical Box – Well #3 and Altitude Valve

Chris Dennison reported that **Richard Ulibarri** completed a new electrical installation at Wellhouse #3. David Romero of Rural Water will evaluate the lower tank altitude valve. Chris Dennison will attend and take notes.

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## Approval of Water Operator Contract

President Fahs reported that **Daniel Gonzales** signed the water operator contract and must submit required documentation by **February 15, 2026**.

- **Motion:** Approve Daniel Gonzales as Water System Operator
  - Moved by: Jim Banister
  - Seconded by: Charles Roberts
  - **Vote:** Motion carried

It was noted that **Levi Sandoval** is resigning effective December 31, 2025. Ryan Costanza requested written resignation documentation.

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## Bookkeeper Appointment

Discussion regarding **Martha Montano** was postponed due to incomplete information. Ryan Costanza requested competitive bids. Audrey Jaramillo offered assistance in distributing a scope of work.

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## 9. New Business

### Open Meetings Resolution 2026

The Board reviewed a new Open Meetings Resolution drafted by **Audrey Jaramillo** due to the inability to locate a prior version.

After discussion, the Board selected **the second Tuesday of each month at 6:30 PM** for regular meetings.

- **Motion:** Approve Open Meetings Resolution as amended
  - Moved by: Charles Roberts
  - Seconded by: Donna Casados
  - **Vote:** Motion carried; Ryan Costanza opposed

Treasurer Casados will update and submit the resolution to the State.

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### Unauthorized Cashier's Check – May 15, 2025

A resolution authorizing restitution demand and potential legal action was introduced.

- **Motion:** Approve restitution demand and legal action
  - Moved by: Charles Roberts
  - Seconded by: Donna Casados

Due to conflict of interest, **Jim Banister** was asked to recuse himself.

Substantial discussion followed regarding bylaws, authority to issue checks, sufficiency of documentation, fiduciary responsibility, and risk exposure. Several members expressed concern about unauthorized/unsanctioned activities by several board members; including, but not limited to: insufficient notice of motioned actions and related impending vote, inappropriate and deficient investigation of a BMDWCA member, unknown authorship of two documents demanding financial restitution and stating legal consequences for lack of action – these documents were to be voted on and sent to the investigated member without legal review of the documents. Ryan Costanza objected to the process and moved to table discussion. Ryan Costanza was informed that there was already a motion and a second, and that he could only remotion if the vote failed. Audrey Jaramillo and T Gar both expressed disappointment and frustration at board members leaving the call before the vote.

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## Loss of Quorum and Adjournment

With the departure of board members, **quorum was lost at 8:17 PM**. The meeting was adjourned due to lack of quorum.

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Approved by the Board on: 1/13/2026