DRAFT MINUTES

Brazos Mutual Domestic Water Consumers Association

Regular Board Meeting

Date: Tuesday, June 9, 2026
Time: 6:30 PM
Location: 2 Brazos Circle, Chama, NM 87520 and via Google Meet

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1. Call to Order

President Teri Fahs called the meeting 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
- Rubel Martinez, Vice President
- Ryan Costanza
- Jim Banister
- Charles Roberts
- Donna Casados, Treasurer

Staff / Contractors Present

- Martha Montoya, Bookkeeper
- Chris Dennison, Community Liaison

Guests Present

- Audrey Jaramillo
- Charlie Lyttle
- David Oelschlegel
- Irv Lindemuth

- Jay Mason
- Leslie Kilmer
- Mark Stavig
- Patty Catalme
- T. Gar
- Timothy Beauchamp
- Catalina
- William Diaz
- Sharon Wells
- Two participants joined by telephone (names not provided)

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3. Proof of Notice of Meeting

President Fahs confirmed the meeting notice was posted on the Association website, distributed to members, and posted on the community notice board in accordance with the Open Meetings Act.

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4. Approval of Agenda

Martha Montoya requested removal of agenda items pertaining to the Fourth Quarter Resolution and Final Budget Resolution, explaining that the reporting period had not yet officially closed.

The agenda was approved as amended.

Vote: Unanimous Approval.

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5. Reading and Approval of Minutes – May 12, 2026

Treasurer Donna Casados presented the May 12, 2026 meeting minutes.

Discussion occurred regarding concerns raised about posting timelines and Open Meetings Act compliance.

The Board voted to approve the minutes.

In Favor: Teri Fahs, Rubel Martinez, Jim Banister, Charles Roberts

Abstained: Ryan Costanza (not present at the meeting being approved)

Motion Carried.

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6. Officers, Board, and Committee Reports

President's Report

President Fahs reported attending a six-hour budgeting workshop hosted by the Southwest Educational Finance Center in Albuquerque. She also reported that efforts continue to update the Association's membership email database to improve communication regarding water conservation and system issues.

President Fahs provided updates regarding annual dues collections, continuing education requirements for board members, and the upcoming TAP Grant meeting with Interra Engineering.

Treasurer's Report

Treasurer Donna Casados presented the May 2026 Financial Report.

- Beginning Balance: $93,469.67
- Deposits: $60,761.97
- Disbursements: $2,896.89
- Ending Balance: $152,141.75

Disbursements included:

- Chris Dennison – $350.00
- Daniel Gonzalez – $893.75

Martha Montoya reported that additional expenditures included utility costs and QuickBooks subscriptions and advised that future reports would include expanded reconciliations following completion of the annual audit.

Community Liaison Report

Chris Dennison reported critical water shortages due to reduced snowpack and discussed communication challenges associated with notifying members regarding water conservation efforts.

Recommendations included:

- Posting physical notices on cabin doors.
- Creating educational materials and videos regarding leak detection.
- Encouraging members to inspect meter cans for signs of leaks.

Chris also recommended against the use of stop-and-waste valves due to reliability concerns.

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7. Unfinished Business

A. Membership History

Ryan Costanza provided comments regarding membership history and previous membership classifications.

Discussion continued regarding historical records and prior board practices.

B. Resolution 26-02 – Bank Signatory and Financial Controls

Treasurer Donna Casados presented Resolution 26-02 to strengthen financial oversight and internal controls.

The resolution authorizes Rubel Martinez to be added as an additional signatory on Association bank accounts and requires dual signatures and supporting documentation for all disbursements of $2,000 or greater.

Vote: Unanimous Approval (6-0)

Result: Resolution 26-02 adopted.

C. TAP Grant Meeting

President Fahs reported that a meeting with Interra Engineering regarding TAP Grant services was tentatively scheduled for June 15, 2026.

D. Annual Dues Update

President Fahs reported:

- Two members remain delinquent for 2025-2026.
- Seventeen members remain outstanding for 2026-2027 dues.

E. Continuing Education Requirements

Board members were reminded that twelve hours of continuing education are required during the first two years of board service. It was noted that board members attending the November training received two credit hours.

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8. New Business

A. Budget Adjustment Resolution

Martha Montoya presented the Budget Adjustment Resolution required for Department of Finance and Administration reporting purposes.

Following discussion regarding budget forecasting, reporting requirements, and fiscal year alignment, the Board voted.

In Favor:

- Donna Casados
- Teri Fahs
- Charles Roberts

Opposed:

- Ryan Costanza
- Jim Banister
- Rubel Martinez

Result: Motion failed on a 3-3 tie vote as a majority vote was not achieved.

B. Fourth Quarter Resolution

Removed from the agenda.

C. Final Budget Resolution

Removed from the agenda.

D. Interim Budget for 2027

Discussion occurred regarding interim budget requirements and fiscal year reporting timelines.

No action was taken.

E. Southwest Educational Finance Center (SWEFC)

President Fahs introduced the Southwest Educational Finance Center at the University of New Mexico as a no-cost advisory resource available to the Board.

F. Alcorn Insurance – Directors Policy Renewal

President Fahs presented the renewal quote for Directors and Officers insurance coverage through Alcorn Insurance.

Premium: $1,607

Vote: Unanimous Approval.

G. Agreed-Upon Procedures Contract

President Fahs presented a proposal from Mr. Manning for the 2026-2027 Agreed-Upon Procedures engagement at an estimated cost of approximately $4,900 including tax.

Motion Approved.

H. Emergency Repair Authority and Tall Pine / Rainbow Valve Repair

Discussion occurred regarding emergency repair authority and the proposed valve repair at Tall Pine and Rainbow.

The Board reviewed prior authority granted to the water operator for emergency repairs and discussed future clarification through policy.

I. Transfer of Memberships – Cataline and Diaz

Extensive discussion occurred regarding membership classifications, historical records, NMED correspondence, connection fees, and prior board actions.

After discussion, President Fahs moved to table the matter and schedule a Special Meeting on June 23, 2026 to obtain additional information and clarification.

Motion Carried.

J. Hayes Membership Application

Discussion occurred.

No action recorded.

K. QuickBooks Subscription

Discussion occurred regarding software subscription expenses and accounting operations.

No action recorded.

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9. Next Meeting

The next Regular Board Meeting will be held:

Tuesday, July 14, 2026 at 6:30 PM

A Special Meeting was also scheduled for June 23, 2026 to continue discussion regarding the Diaz and Cataline membership matters.

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10. Public Comment

Public comments were received from community members regarding:

- Water conservation efforts
- Historical membership classifications
- NMED correspondence
- Membership transfer requests
- Board authority and governance procedures
- Community communication practices

Members of the public participating in discussion included Audrey Jaramillo, Irv Lindemuth, Catalina, William Diaz

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11. Adjournment

There being no further business before the Board, the meeting was adjourned. at 9:00pm