DRAFT MINUTES

Brazos Mutual Domestic Water Consumers Association

Regular Board Meeting

Date: Tuesday, July 14, 2026
Time: 6:30 PM MDT
Location: BCVFD Station, 855 NM State Road 512, Chama, NM 87520 and via Google Meet

Attendance: Board members, staff/contractors, and guests were documented through the meeting sign-in sheet.

1. Call to Order

President Teri Fahs called the Regular Board Meeting to order at 6:30 PM MDT.

2. Proof of Quorum

A quorum was established with six voting Board members present.

3. Proof of Notice of Meeting

Proof of notice was presented. The final agenda stated that notice would be available at least 72 hours prior to the meeting on the Association website, by email to members, and in the notice box across from the Cliffview Restaurant.

4. Approval of Agenda

The Board reviewed the July 14, 2026 agenda. Donna Casados moved to amend the agenda to add the June 23, 2026 meeting minutes for approval. Jim Banister seconded the motion.

Vote: Passed unanimously (6-0).

In Favor: Rubel Martinez, Ryan Costanza, Jim Banister, Charles Roberts, Teri Fahs, and Donna Casados.

The agenda was approved as amended.

5. Reading and Approval of Previous Minutes

The Board considered the minutes for June 9, June 23, July 3, and July 7, 2026. Donna Casados moved to approve the minutes as presented. Charles Roberts seconded the motion.

Vote: Passed unanimously (6-0).

In Favor: Rubel Martinez, Ryan Costanza, Jim Banister, Charles Roberts, Teri Fahs, and Donna Casados.

6. Public Comment

Public comment was scheduled at this point in the agenda. [Any comments or speakers to be added from the sign-in sheet/recording if desired.]

7. Officers, Board, and Committee Reports

The Board received updates regarding the continuing water emergency, system operations, operator coverage, maintenance needs, and financial matters.

Water Emergency and Current System Status

The Board reviewed the continuing water shortage affecting the Association. The discussion described a combination of drought and low snowpack, multiple leaks, and unusually high water use over the Fourth of July weekend as contributing factors. The middle storage tank had reached critically low levels earlier in the emergency, and a pre-boil order had been issued as a precautionary measure.

By the time of the meeting, the middle tank was reported to have recovered to approximately 2.5 to 3 feet. The Albuquerque Water Authority tanker obtained through Vice President Rubel Martinez remained part of the emergency supply response, and additional purchased water deliveries were being coordinated.

Operator Resignation and Interim Compliance Support

The Board was informed that water operator Daniel Gonzales had resigned on July 4, 2026 for personal/health reasons. The Board discussed the resulting need to maintain certified operator coverage for sampling and system compliance. John Rector and Brittany Coriz of New Mexico Rural Water were reported to be providing volunteer certified-operator assistance for required sampling while the Association searches for a replacement operator.

The Board agreed that the operator search should proceed through New Mexico Rural Water and other available channels, with interim volunteer support used as necessary to maintain required sampling and basic system oversight.

Board Composition / Interim Appointment

The Board discussed that the current six-member composition creates the possibility of tie votes. The Board agreed to seek letters of interest from Association members for an interim Board appointment and to place the appointment on the August agenda. Letters of interest are to be submitted to Donna Casados for distribution to the Board.

8. New Business

A. 2026-2027 Budget Presentation / FY26 Quarter 4 Financial Resolutions

Martha Montoya, Bookkeeper, presented the state-required Fiscal Year 2026 Quarter 4 financial reporting documents and the proposed Fiscal Year 2027 budget.

Following discussion, the motion was reworded to approve the FY26 Quarter 4 financial resolutions, including Resolution 2026-05, and recommend scheduling a Special Board Meeting to set the FY27 budget.

Vote: Motion passed (5-0).

In Favor: Rubel Martinez, Ryan Costanza, Charles Roberts, Teri Fahs, and Donna Casados.

Jim Banister was not recorded as present for this vote.

The proposed FY27 budget was discussed at length. Board members requested additional time to review the supporting documents because they had been distributed shortly before the meeting. The Board agreed to defer final approval of the FY27 budget to a Special Board Meeting.

Discussion included the proposed Other Maintenance line item of $15,000 and the need to increase maintenance and contract-related funding to address current system repairs and the broader system improvement plan. Chris Dennison estimated that approximately $7,500 to $10,000 could be needed for immediate repairs and parts.

B. NM 811

The Board discussed a previously assessed $811 fine involving an unmarked Association water line. The fine had been waived/reversed after follow-up with NM 811. Chris Dennison was designated to handle NM 811 liaison responsibilities going forward.

The Board also discussed the difficulty of locating buried valves and undocumented lines. Ryan Costanza agreed to research line-locating equipment and associated costs and present options at a future meeting.

C. System Report - Community Liaison Chris Dennison and NM Rural Water Circuit Rider John Rector

Chris Dennison and John Rector provided a system condition report and discussed the need for a coordinated master plan to move the system away from reactive maintenance toward planned repairs and documented operating procedures.

Wellhouse No. 3

The Board discussed repairs and re-plumbing needs at Wellhouse No. 3, including chlorination equipment, filters, valves, fittings, and removal of obsolete or unused electrical components. A leak had also been identified in a manhole that may have been present for an unknown period. Work to repair the leak and re-plumb Wellhouse No. 3 was identified as a priority.

Wellhouses No. 1 and 1A

The Board discussed replacement of chlorination pump equipment and filters and the need to standardize and simplify equipment across the wellhouses as part of the broader system improvement plan.

Wellhouse No. 4

The Board discussed discrepancies between historical records and the current configuration of Well No. 4. The pump was reported to be set deeper than indicated in the last available maintenance documentation. A temporary operating cycle of approximately 30 minutes on and four hours off was discussed as a way to maximize production while reducing the risk of overheating.

Sierra Electric was discussed as a potential contractor to pull pumps, verify actual water levels and pump depths, and help determine the appropriate configuration. A verbal estimate of approximately $1,500 to $2,000 per well was reported, with a formal proposal to follow once the scope of work is defined.

Water Emergency - Additional Purchased Water

The Board discussed the continued low tank level and the need to maintain sufficient stored water for system pressure, emergency demand, and required fire hydrant testing.

Charles Roberts moved to pre-approve the purchase of two additional HydroPure potable water loads, not including the delivery already scheduled, at approximately $1,664 per load. Donna Casados seconded the motion.

Vote: Passed unanimously.

The approval allows the two additional loads to be ordered as needed without requiring a separate emergency meeting for each delivery.

HydroPure Payment Discussion

The Board discussed a payment dispute with HydroPure. HydroPure manager Chris Allen had communicated that payment was due upon receipt and that future deliveries could be halted pending payment. Board members reviewed the Association's payment process and noted that the July 4 delivery occurred before an invoice was provided; the invoice was received July 6, transmitted to the Treasurer later that day, and a paper check was mailed July 8 through USPS.

President Teri Fahs agreed to advise HydroPure that payment was in transit. Vice President Rubel Martinez agreed to request HydroPure's payment terms in writing so that expectations for future emergency deliveries are clear.

Meter Reading and System Data

The Board discussed the lack of reliable historical maintenance and consumption data. The last maintenance log entry referenced during the discussion was from 2006. The Board agreed that a consistent meter-reading program is needed to establish usage trends, identify potential consumer-side leaks, and distinguish customer use from distribution-system loss.

Ryan Costanza agreed to develop a proposed meter-reading program, including volunteer participation, for Board review and implementation. The Board also discussed information received indicating that regular meter readings may be important for state funding and reporting purposes.

Meeting Intermission / Reconvening

During the meeting, the Google Meet session reached its time limit and could not be extended. The Board took an approximately 15-minute intermission and then reconvened the same Regular Board Meeting using the same Google Meet link. The reconvened session continued the unfinished agenda; it was not treated as a separate Board meeting.

9. Unfinished Business

Transfer of Non-User to User Memberships - Cataline and Diaz Families

Consistent with the posted agenda, consideration of the Cataline and Diaz membership transfers was postponed to the August 2026 Regular Board Meeting due to the immediate water-system emergency and operational priorities. No action was taken on the membership transfers at this meeting.

10. Next Regular Board Meeting

The next Regular Board Meeting was scheduled for Tuesday, August 11, 2026 at 6:30 PM.

The Board agreed to hold a Special Board Meeting on Tuesday, July 21, 2026 at 6:30 PM for discussion and approval of the FY27 interim budget. The meeting was scheduled by Board consensus; the available transcript does not reflect a separate formal motion, second, and roll-call vote for scheduling the meeting.

Public Comment - Closing

A second public-comment period was listed near the end of the posted agenda. [Any additional comments or speakers should be added from the recording/sign-in sheet if desired.]

11. Adjournment

There being no further business before the Board, a motion to adjourn was made by the meeting chair and seconded by Jim Banister. A roll-call vote was taken, with the members present voting in favor.

The Regular Board Meeting adjourned at 8:21 PM.

Action Items

- Donna Casados: Collect letters of interest for the interim Board vacancy, distribute budget materials to the Board, and schedule the July 21 Special Board Meeting for FY27 budget consideration.
- Teri Fahs: Confirm with HydroPure that payment is in transit and continue coordinating emergency water supply as needed.

- Rubel Martinez: Request HydroPure's written payment policy/terms and continue coordinating emergency water deliveries.
- Ryan Costanza: Research line-locating equipment and costs; develop a meter-reading program for Board review.
- Martha Montoya, Bookkeeper: Send DFA/FY26 Q4/FY27 budget documents to Donna Casados for Board distribution.
- Chris Dennison and John Rector: Continue developing the system improvement/master plan; coordinate repairs, leak response, and emergency water needs.
- Chris Dennison: Serve as the Association liaison for NM 811 matters.
- Board: Post notice seeking applicants for the interim Board position and review candidates at the August Regular Board Meeting.

Approved on: ________________