

East Pecos Mutual Domestic Water Consumer's Association  
General Monthly Meeting  
Meeting Minutes  
August 15, 2023

Board members present: Robert Baca, Ralph Vigil, Nellie Olivas and Monica Varela.  
Also, present Accountant Art Varela

No Association members/guests present

The meeting was called to order at 5:02 p.m.

- Pledge of Allegiance was performed.
- Motion made by Monica Varela to accept the agenda, 2<sup>nd</sup> by Ralph Vigil.
- Nellie Olivas read the last Board Meeting Minutes. Monica Varela made a motion to approve them and received a 2<sup>nd</sup> from Ralph Vigil. The rest of the board all voted in agreement.
- Accountant's report was given by Art Varela. See accountant's report attached.
- Resolution 2023-006 was presented and voted on. Nellie made a motion to approve the Resolution and a second was made by Ralph Vigil. The Resolution was then signed.
- Treasurer's report by Monica Varela. All appears to be in order. Monica indicated that QuickBooks was fixed and they don't seem to have problems at this time but would like to continue pursuing another accounting system.
- Engineers report that CDM will help us transition to the new engineering firm when that firm is hired. At this time, we will have to do an RFP and begin the process of contracting with a new firm.
- Condition of wells, pumps and lines: Ralph Vigil said all is working fine.
- No new business to report
- Scheduling of next Annual Meeting was moved to the next monthly meeting.
- Executive Session not required
- Scheduling of next meeting was made for September 12, 2023 at 5:15 p.m. Motion to adjourn made by Monica Varela, 2<sup>nd</sup> by Ralph Vigil, the rest of the board was all in agreement.
- Adjourn meeting at 5:38 p.m.

## **EAST PECOS MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION**

**Tuesday Aug. 15, 2023**

**Regular Meeting**

**Accountant's Report**

As reported last month, we received a request from State Senator Majority Leader, Peter Wirth's office to review the status of Capital Projects. I responded to the request by stating our project status, our current budget and funding analysis and the challenges the Association has incurred over the years in attempting to secure adequate project funding. I also sent along a copy of our project plan, and the latest Preliminary Engineering Report. Copies of my response were sent to Karen Tapias and Rick Martinez, our legislative analyst. Rick assured me that the legislative leadership will be provided with this information.

The legislative analyst also requested suggestions and recommendations on how to improve the Capital Outlay Process. I stated that critical infrastructure projects that directly impact the health and safety of our community, such as ours, should take priority in the allocation of Capital Outlay appropriations and that the process should be transparent and not be performed behind closed doors.

On August 3<sup>rd</sup> Chairman Robert Baca, Karen Tapias and I met with Mr. Robert Fowlie and Sarah Guemez from CDM Smith. We were informed that Mr. Fowlie will no longer be our engineer as he is moving on to another firm. This means that CDM Smith will no longer be our engineering consultants. The Association will have to Request for Proposals in order to continue the engineering work on our project. Sarah Guemez and Mickey Hansel will continue to oversee the project pending the Association acquiring a new engineering firm, and the completion of the survey currently sub-contracted to Wilson & Company.

I understand that Ramon Lucero and Karen, our RCAC consultants will assist us in developing the RFP. The Association has to inform USDA as to the change in engineering firms and USDA has to approve any contract awards to engineers. Because the project is ongoing, the design work is 90% complete, the survey is almost done, the change in engineering firms hopefully will not further delay the project.

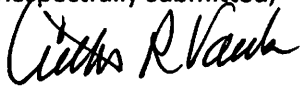
Mr. Ramon Lucero, Karen and I met to continue the application process to receive the \$3 million of Federal Direct Spending. This funding will be administered through the United States Environmental Protection Agency.

We have a meeting scheduled for August 28<sup>th</sup> in Albuquerque to discuss our progress in fulfilling the Letter of Commitments as well as other project matters. We plan to invite NMED personnel who are responsible for administering funding through Clean Water SRS and request a funding offer from them based on our current funding level. Given our to-date investment in time and resources we must continue to be diligent in building funding capacity in order to see this project to fruition. To this end the Association must avail its self to continue researching and exploring any potential funding opportunities.

I have been in correspondence with Souder Miller and Associates engineers with respect to the Water-hookup project. They have informed me that the Association, as owners of the project will be required to obtain insurance for this project. They promised to send me contact information of possible insurance companies. Today I sent Mr. Keaton Chancellor from Souder Miller an E-mail following up on this.

The DFA Local Government Division is now requiring a resolution to approve the Agreed Upon Procedures for fiscal year 2022. Resolution number 2023-006 to approve the AUP is now before this governing body for consideration of approval.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Arthur R. Varela". The signature is fluid and cursive, with the first name "Arthur" being more prominent.

Arthur R. Varela  
EPMDWCA Accountant