

East Pecos Mutual Domestic Water Consumer's Association "EPMDWCA" Minutes

June Meeting

6/10/25 at 5:00p.m. – Meeting to order

Audience Attendees – Southwest Accounting Solution, LLC Representation Geoff Mamerow

Introduction of members: Robert Baca, Authur Varela, Nellie Olivas, Davey Vigil and Jared Vigil.

Pledge of Allegiance by all attendees

5:02 p.m.

Approval of Agenda – Motion to approve Davey, 2nd from Nellie

5:03 p.m.

New Business - Southwest Accounting Solution. LLC represented by Geoff Mamerow

- Conducted Exit Audit Conference
- Shared Tier 5 Agreed Upon Procedures Report (attached)

5:21

Arthur – Accountant's Report and (attached)

- No findings for audit
- Can have auditors for 1 more year

5:33

- Approve ICIP (Infrastructure Improvement Plan) – Motion to approve Nellie, 2nd Davey

5:36 p.m.

Jared – Reading of Minutes from last meeting

Motion to approval Davey, 2nd by Nellie

5:38 p.m.

Nellie - Treasures Report (attached)

All billing is current, and invoices mailed out including shut-off notices

All books are in order

(Motion made by Davey to approve Treasures Report, 2nd by Jared)

5:43 p.m.

Robert – Engineers Report

5:48 p.m.

Davey – No issues with wells, everything running properly.

5:50

Next Meeting July 8th Village of Pecos Board Room at 5:00 p.m.

Jared will notify Debra to add to marquee

(Motion to Adjourn meeting made by Davey, 2nd by Nellie).

5:52 p.m. Meeting Adjourned

EAST PECOS MUTUAL DOMESTIC WATER CONSUMERS ASSOCIATION

Tuesday June 10, 2025

Regular Meeting

Accountant's Report

WATER HOOKUP PROJECT

As previously reported, Bid Submittal/Opening Location and Time: Souder, Miller & Associates, 2904 Rodeo Park Drive, Building 100, Santa Fe, NM 87505; was scheduled on June 5th, 2025 at 2:00 pm. However, it was postponed by Engineer Amendment for today, June 10, 2025 as a result of delays with receiving the necessary wage determination from the Department of Workforce Solutions. Opening Bids were held today in Santa Fe at the Office of Souder Miller Engineering. The lowest bid came in at \$267,837.51 and will be awarded to: *Apple Mountain Contractors*. The following process must take place before actual construction begins, estimated for the middle or late July of this year:

1. The Engineer will make a formal recommendation to the Board. This will happen within a week. We will need a Special Board meeting for this.
2. The Notice of Award will need to be signed by Association Board Member.
3. The Contractor needs to prepare Performance Bond, Certificate of Insurance and the executed Agreement.
4. 2 copies of the Executed Contract will be issued to the Contractor and 2 copies to the Association.
5. The Contractor needs to be ready in terms of purchase of supplies and materials needed for the project such as meters, copper setters. He will notify the Engineers when ready.
6. The Engineer will then issue the Notice to Proceed with construction.

In the meantime, I have been corresponding with the DFA Local Government Division to submit the first invoice for services rendered to date. The process has been cumbersome since documents submitted for payment have to meet very specific requirements. As I indicated previously, the \$200,000 DFA Appropriation for this project must be expended before the remaining funding sources.

SEWER CONNECT PROJECT

As a follow up on my May report, in correspondence with our contact person on the \$3 million Federal Direct Spending funding with respect to our funding application, it has been determined that the State Historical Preservation Commission is now requiring a Cultural Survey for the project excavation the areas of "Potential Effect" may have not been included in the survey on sections of the project design. An Environmental Report for the "East Pecos Sewer Collection System" was prepared on October 2017, by *HawkPoint Environmental Consulting, LLC*. This report which took several months to compile comprehensively addresses all environmental impacts and consequences in the development of this project, as well as any Cultural and otherwise sensitive land impacts. Subsequent to this report, another environment report was commissioned by our current project engineers, CDM Smith and was prepared in April 2023, by *Epsilon Systems Solutions, Inc.* I have already corresponded with our federal contact person, our consultants and our engineers to hopefully avoid the need for another Cultural Survey.

Another survey will inevitably result in additional project and costs and delays. Our Engineer stated in her E-mail to me today that she is still waiting for the boundary survey from Wilson & Company.

AUDIT

As indicated by our External Audit Team our Exit Audit Conference has been performed.

FINANCIALS

The Association's financials for May 2025, have been reconciled and CRS taxes have been paid.

**Arthur R. Varela
Association Accountant**

Treasurers Report

June 10, 2025

- Billing for April was done May 30, 2025. All the bills were mailed out on May 31, 2025.
- Bank account balances are: Operating \$59362.78 and Savings \$32,089.67.
- Billing with the new due date has become more efficient with most payments coming in before the due date. This has reduced daily deposits and trips to the bank.
- The Accounts Receivable as of 5/30/25 \$952.17. As of today, there are 3 customers that have balances that are over 90 days old. 1 has already received a shut-off notice. The other 2 will be receiving notices if payment is not received by 6/15/25.
- All the books appear to be in order as Art reconciles them.