

**OSHARA MUTUAL DOMESTIC WASTEWATER ASSOCIATION  
SPECIAL OPEN BOARD OF DIRECTORS MEETING MINUTES  
March 20, 2024, 6:15 PM**

**Call to Order:** Meeting called to order at 6:18 PM.

**Members Present :**

Bob Detwiler – Board Member  
George Brown – Board Member  
Beth Detwiler – Board Member  
Stephen Rivas – Board Member  
Ed Greco – Board Member

**Members Absent :**

Frank O’Mahony -- Alternate

**Others Present (on-line or in person):**

Claudia McCabe

**1. Confirmation of quorum.** Quorum was confirmed.

**2. Approval of agenda. Vote to approve agenda.** Motion to approve by Stephen. Motion was seconded by Ed and passed unanimously.

**3. Vote to approve minutes of prior meeting of 1/24/2024.** Motion to approve prior meeting minutes by Stephen, seconded by Ed and approved unanimously.

**4. Treasurer’s Report.** Stephen reviewed the January and February reconciliation documents and reported the following:

January Beginning Bank Balance: \$58, 902.44  
January Ending Bank Balance: \$62,237.36  
February Ending Bank Balance: \$62,282.18

Dues Outstanding as of 2/5/24: \$21,601.35  
1-30 days overdue, total: \$8,132.02  
1-30 days overdue, likely to pay: \$7,796.02  
Adjusted Dues Outstanding as of 2/5/24: \$13,805.33  
Lien accounts total: \$10,491.15

The DFA interim and final budgets have been submitted. We are still waiting for a 2024 budget approval from the Governor’s office. The DFA Security Access for on-line reporting will be updated by Stephen and Beth. There is a DFA training scheduled in April on Budgeting, using the on-line reporting system. Beth will inform Board members of other trainings available on-line as they are announced.

Motion to accept the Treasurer’s report by George . Motion was seconded by Ed and approved.

**5. Treatment plant update.** We were informed that we must renew our NMED/EPA discharge permit. Jake and Loren will be working on the renewal application. The cost will be about \$5,000 and can be divided into 5 annual payments. If our association is dissolved, any amount still owed to the NMED will need to be paid.

We have begun sending documents and financials to our auditor for the 2023 annual audit. The audit will cost about \$3,000.

The Emergency Response Plan for the WWTP has been completed and submitted to the NM Rural Water Association for review. Some emergency response and warning signs were posted at the lift station and on the front door of our plant.

There were two fairly expensive issues recently. A decant valve on a dechlorinating tank had to be replaced in February. The cost was about \$2,800 (\$1,370 for the valve and \$1,443 for the labor). Also in February a lateral sewer connection from a home on Craftsman Rd. was leaking. It was repaired by Caitco Drainworks for \$4,995 + tax. The time from when the initial problem was reported to completion of the line and road repair was about 5 days.

This month several Board Members have worked to clean up around the plant, to make it look better and for fire prevention. They got rid of a pile of old fence posts and rails, picked up trash and smoothed out some ruts in the road. This week they removed some old plastic pipes that were no longer useful and sprinkled some Preen to keep weeds under control.

**6. Liens, collections and accounts in arrears.** In February we released a lien on a house on Oshara Blvd. and filed a lien on a home on Willow Back Rd. One customer with a lien has paid up what they owed, with a check for \$800. They had been referred to CBF. According to our contract the CBF should get 25% of what we received. We have contacted CBF for clarification of their procedure on this.

This week we got an Aging Report from Therese. It showed that 3 owners were behind by more than \$300 on what they owe us. One of the owners is a developer with 3 properties, with a total of \$948 in arrears. On Tuesday 3/19 we mailed "Right to Lien" letters to these owners.

**7. Update on county sewer line, irrigation plans and connector roads.** The Santa Fe County Manager has offered to help us negotiate the details for future irrigation for Oshara, and we will contact Commissioner Hank Hughes' office for a progress update. The County sent us some information on the spring start-up of the connector roads construction, and this seems to be proceeding well.

**8. New business and matters from the floor.** Claudia McCabe asked about reclaimed water irrigation to common areas and residential lots in the future. Irrigation should start again in May. When Santa Fe County takes over operation of sewer services, we may have potable water irrigation at a bulk water rate to continue irrigation using our existing lines. Takeover of the plant by the County was discussed.

**9. Schedule next meeting.** Our next Special Meeting is scheduled for 5/15/24, at 6:15 PM. This will be a hybrid meeting. Board members will meet in person, and a zoom link will be provided for others wishing to attend.

**10. Vote to adjourn.** Motion to adjourn by Stephen. Motion was seconded by George and approved unanimously. Meeting was adjourned at 6:53 PM.