

**OSHARA MUTUAL DOMESTIC WASTEWATER ASSOCIATION  
SPECIAL OPEN BOARD OF DIRECTORS MEETING MINUTES  
July 17, 2024, 6:15 PM**

**Call to Order:** Meeting called to order at 6:16 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):**

Mark Anthony

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

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

**3. Vote to approve minutes of prior meeting of 6/19/2024.** Motion to approve prior meeting minutes of 6/19/2024 by Beth, seconded by George and approved unanimously.

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

June Beginning Bank Balance: \$50,428.09  
June Ending Bank Balance: \$55,848.08  
Dues Outstanding as of 7/12/24: \$17,453.57

Much of the outstanding amount is expected to be paid soon and will bring the dues outstanding closer to \$12,000. The lien properties’ debts account for about \$10,000 of this debt.

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

**5. Treatment plant update.** Last week Jake found an issue with the portable generator, possibly due to a battery problem. Our new Hal Burns technician, Thomas Denis, will help Jake with this issue. They are planning to test the generator’s electronics and load capacity on Thursday.

We had no irrigation for the last 3 or 4 days, possibly due to electric power failures on the nights of 7/12 and 7/13. Jake said he plans to work on this on Thursday, as well as on the generator problem.

More weeding around the WWTP was done this month. Several large anthills around the plant were sprinkled with diatomaceous earth.

**6. Updates on audit, DFA reporting and taxes.** IRS 990 tax return for 2023 is not yet completed.

Beth reviewed the 2<sup>nd</sup> quarter 2024 DFA report and recommended that our mid-year Budget Adjustment should transfer \$10,000 from cash to the Regulatory line item in the current budget. Expense overages of \$5,114 in the first half of the year were mostly due to the costs of chemicals and of renewing our NMED 5-year permit. Discussion included increased cost of chemical supplies, costs associated with the NMED permit renewal, and reasons for the transfer requested in the BAR. All of the amount transferred does not need to be spent, but will prevent overspending the approved budget amount at the end of the year.

Beth received a packet of notifications required to complete the permit renewal. Work has begun on the requirements that will have associated costs. The permit renewal will cost about \$2,500 for NMED administrative costs. It is expected that the funds transferred by the BAR will cover these costs.

Vote to approve Budget Adjustment Resolution to add \$10,000 to our approved total spending. Motion to approve the BAR by Beth. Second by George. Motion was approved unanimously. Resolution will be signed by Board Members and the request submitted.

**7. Liens, collections and accounts in arrears.** An Aging Report received from Therese this week showed that one customer is now in Lien territory so we will send them a Notice of Right to Lien. Two customers were sent similar Notices last month; one has paid up but the other has not, so we plan to file a Lien on that property. Finally, one customer with a Lien now owes more than \$600, so we plan to refer them to the collection bureau, CBF. We have requested statements from Therese that are needed to follow through on these issues.

**8. Update on county sewer line, irrigation plans and connector roads.** We received an email from Julie Brown, an Engineer at the Melzer-Corbin company in ABQ. She asked for information about our treatment plant, wastewater volume and content to help with planning for improvements to the Abajo Lift Station. Her request has been forwarded to Loren Allen.

The NE Connector road is open for traffic. The SE Connector should be open by the end of September.

**9. New business and matters from the floor.**

Mark Anthony commented that the Board Members appeared to be working to meet their obligations, and thanked them for the work.

George asked if timing controls in the plant will be needed for irrigation, after the transfer from reclaimed to potable water. Discussion included timing controls in the irrigation box (aka the "Cave") on Willow Back, possible future use of the existing underground tanks for storage, and technical questions on the delivery of reclaimed vs. potable water. Questions were raised about the Abajo lift station. A training trip to view operation of the Abajo lift station and the irrigation timers in the Cave was suggested. Bob will contact Paul Choman, Loren and Enrique to try to set this up.

**10. Schedule next meeting.** Our next Special Meeting is scheduled for Wednesday, August 14th, 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.

**11. Vote to adjourn.** Motion to adjourn by Stephen. Motion was seconded by George and approved unanimously. Meeting was adjourned at 7:01 PM.