

TRANQUILLO PINES MUTUAL DOMESTIC WATER CONSUMER ASSOCIATION
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Minutes of the Board of Directors meeting held July 16, 2026, at 6 pm located at the First Baptist Church in Tijeras, NM

Meeting called to order at 6:05 pm by Board President Richard Rondeau

Board members present: President Richard Rondeau, Vice President Rush Robinette, Secretary Gary Ashcraft, Treasurer Rob Salazar, Board Member Chuck Davidson

14 members were in attendance including Board Members

Approval of Past Meeting Minutes

The revised minutes for the May 21 Annual Meeting minutes, revised minutes for the June 1 Board Meeting, and the minutes for the June 18 Board Meeting have been posted on the web site for review. Rob Salazar moved that these minutes be accepted for approval. Gary Ashcraft seconded and the Board voted unanimously that they be approved.

Reports from Officers

President's Report

- Thank you to volunteers for their exemplary effort. Daneen Gronewald assisted with isolation tests and Andrew Sanchez read meters.
- Water Trust Board (WTB) award revision letter was received for 80/20 split with no matching funds required. We are receiving a grant of \$884,000 and a loan of \$221,000(0.25% APR, 20 yrs to start when construction ends in 2027). There are two Readiness to Proceed (RTP) items to be completed before the agreement can be finalized. 1. Easement Documentation and 2. Drawdown Schedule has been completed by Rob Salazar. He explained that we have 2 years to spend the grant and that we can make adjustments during the year. He broke funding into phases associated with Design and Start of Construction and described the categories.
- Capital Outlay Funding – Capital Outlay request is still under audit compliance review.
- Congressionally Directed Funding- Gary Ashcraft contacted Senator Lujan's office concerning status of our request. No action has been taken by Congress.
- Update on permitted septic field at 19 Big Dipper near well #10 at 23 Big Dipper

Bernalillo County has not responded to the letter Richard Rondeau sent after the June 16 Board Meeting. He has been trying to contact NMED to discuss this issue but because of staff turnover and retirements, communication is very difficult. He will continue to try to connect.

- Action Plan for Fluoride Violation was approved by NMED including an extension from July 31, 2025 to Nov. 30, 2027. Key milestones include completion of the design and bidding phases through 2026, construction of fluoride removal treatment system from fall 2026 through spring 2027, and system start up, compliance verification, and project closeout by November 30, 2027. We will have to notify NMED promptly of any additional changes, delays and challenges that may arise and we may be assessed penalties if we have not completed the action plan.

Vice President's Report

Water hauling continues to increase. It is necessary to improve the monitoring of our system from an engineering controls perspective. We need to have actuators to control valves and pumps, real time sensors

at customer meters and pump meters in addition to the tank level gauges, and measurements must be communicated to a central location. We need these data to better identify where our water is going: system leaks, stolen water, customer use, or other causes.

An examination of the 19 miles of system found 3 leaks which were repaired, but we are still losing water. We currently sample tank levels every minute, Pump meters are read manually once per day, and customer meters are manually read once a month. We are losing about 1000 gal/day in customer leaks that we know about. We have not recovered from the large water loss in Nov. 2023 and don't know why. Could the meters be under reporting? 10K gal/day would be 50 gal/day per meter. New meters and infrastructure would help us identify losses.

Volunteers and Contractors are working on the system. Eight Valves have been replaced and one leak repaired on Raven. Additional testing is underway. All leak detection successes have been accomplished by volunteer testing!

Secretary's Report

Water Audit has been completed which is required by the state, essential for obtaining grants, and providing information on our system as compared to others. We have pumped 11 M gals into the system, and we have billed for 4.5M gal netting a loss of 6.5 M gal in the last year. We need to understand why.

Gary asked the Board if he could share water related data with Deidre Hirschfeld for Data analysis. All approved this.

Treasurer's Report

- Revenue of \$37.0k was down compared to pma (prior 11 months average) \$40.6k. Expenses were \$32.6k compared to pma \$31.9k. June closing balance was \$133.4K and May closing balance was \$129.0k. Water hauling was \$18.4k compared to pma \$10.5 k and contractor repairs were \$531 compared to pma \$3.8k. Parts and equipment was \$364 compared to pma of \$0.7k. We now have approximately 4.0 months operating reserves.
- All Bank accounts were reviewed. There was concern expressed as to whether we need both a savings account (0.75% APR) and an emergency account (0.25% APR) as both are sources of readily available funds.
- There was a discussion of how to equitably address fixed and variable costs of operation in the FY Budgets.
- Review of budgeted as compared to actual shows a trend of decreasing revenue. Expenses are tracking with budgeted. Approximately 30% of expenses are due to increased water hauling. We need to track our revenue/expense ratio. It was recommended that we should set a policy as to when we need to adjust rates/assessments to meet fiscal needs.
- Because the President was unaware of the amount of water hauling, communication will be improved.

Manager's Report

1. Operations and Maintenance

- Calibrated new tank gauges
- Well #6 was cleaned
- Water Hauling 6-10 loads/week

2. Compliance

- Compliance samples were taken for BACT – no pathogens
- Well depths recorded
- 811 line spot violation on May 8 was reviewed and the penalty was rescinded.
- Fluoride Violation was posted at Sunflower Meadows Bulletin Board, Tijeras Post Office, and on line

3. Tank level and Pump logs

There was a 20k gal drop in production in June (June has only 30 days.)

4. Administrative Report

- 8 members in arrears 60+ days for a total of \$899.40
- 3 members out of compliance with Rules and Regulations regarding Membership Transfers
- 0 disconnect notices sent out
- 0 Transfer
- No Recalls,
- No Abusive Language
- No New Accounts

Discussion was held about the amount of time the manager spends on administrative tasks (follow up of late payments and transfers). Following up on and collecting late payments requires 4-5 hrs/week. Chuck Davidson volunteered to help whenever Carl asks. Membership transfers take a similar amount of time to track. It was recommended that Carl get help so that he can focus on operational tasks.

There was a discussion on transfer of memberships and how to better get realtors and owners to follow policy. Concern was expressed about a policy of how children inherit memberships from the family. The current policy is clear and needs to be enforced.

Committee Updates

Accounting firm committee update

Rob Salazar reported that the transition is progressing and should be completed by the end of July.

ICIP committee update

All 13 draft projects have been entered into the DFA CAPS system, prioritized, and were submitted by July 1.

RFP committee update

Rob Salazar presented the completed RFP for submission to the RCAC/Professional Technical Advisory Board for Review. Discussion was held as to when the due date should be set for awarding the contract as adequate time is needed for bidder questions, review of bids, selection, and responses. The RFP should be posted by Aug 15, Bids due by Sept. 30 and the Awards made by Oct. 30

Contract Operator Committee

A meet and greet was held with one perspective candidate, an interview is scheduled July 20. Another interview with Bartlett Utilities (contractor) is to be scheduled. Chuck Davidson, Rush Robinette, and Carl Walker will conduct the interviews.

Unfinished Business

- Easement at POD7 to add/expand building or get a new location for fluoridation equipment.

Property owner has not returned multiple verbal and email requests to meet over the last several months. Gary Ashcraft will work with Chuck Davidson to reach out to the landowner.

- FY 2027 Budget

The FY2027 Budget was reviewed by Rob Salazar. Changes recommended at last Board meeting were implemented.

- Office of State Auditor Contract

It is very difficult to communicate with the State Auditor's Office. FY2026 Budget approval has been delayed but it is still in process.

- Bureau of Reclamation NOFO WaterSMART

We are proposing a project in response to drought to drill a new well and rehabilitate a low production well to add 12 acre/ft of water to our system. The grant totals \$285k (\$142.5k Federal and \$142.5 NM State Match Grant). We need to receive letters of support from the community. Deidre Hirschfeld will draft a letter for support.

New Business

- Gary Ashcraft brought up the need to cover the increased expenses due to water hauling as pointed out in the Treasurer's Report. It was estimated that a 125% assessment be implemented and tracked then reviewed. In the past, we were required to utilize all our reserve funds to cover expenses as water hauling increased significantly because action was not taken in a timely manner. There was a discussion about whether we could develop a formula that based the water hauling assessment on customer water usage as many were concerned that those who conserve water should not be subsidizing those who use a lot of water. Gary did some work on this but did not have time to complete an analysis.

Gary Ashcraft moved that the assessment be increased from 100% to 125% as a stop-gap measure. Rob Salazar seconded the motion. The motion passed 4 in favor, and Rob Salazar opposed.

A committee (Gary Ashcraft, Rob Salazar, and Deidre Hirschfeld) will work to develop an assessment tied to usage and report back to the board.

- Rob Salazar explained the process for approving Budgets for the State. First, the FY2026 Budget Adjustment Request must be approved to formalize changes to the proposed budget, then the FY2026 Budget Close Out must be approved which shows that it agrees with the Adjustments, and the FY2027 Budget must be approved.
- Adopt and Sign Authorizing Resolution 2026-4 Budget Adjustment Request

Richard Rondeau moved that we adopt Resolution 2026-4 Budget Adjustment Request, Gary Ashcraft Seconded. The Board voted unanimously that it be approved.

- Adopt and Sign Authorizing Resolution 2026-5 Budget Close Out

Gary Ashcraft moved that we adopt Resolution 2026-5 Budget Close Out, Richard Rondeau seconded. The Board voted unanimously that it be approved.

- Adopt and Sign Authorizing Resolution 2026-6 FY2027 Final Budget

Richard Rondeau moved that we adopt Resolution 2026-6F Y2027 Final Budget, Gary Ashcraft Seconded. The Board voted unanimously that it be approved.

Discussion from Membership Members thanked the Board and Manager for all their hard work.

Membership Transfers/Recalls

- The transfer of membership #43, at 2 Big Dipper, from Karen (Shivers) Stinhart to Biens & Autos LLC was not approved until the property ownership by the LLC is researched and proven.

Meeting adjourned at 8:45pm