



October 21, 2013

Via Electronic Mail

To: El Valle Water Alliance

RE: Meeting Minutes for October 21, 2013

1. Meeting was called to order by Ramón at 6:37 pm.
2. Roll call – Ramón-South San Ysidro, Rick-Ilfeld, Lawrence-El Coruco, Edward Madrid-Villanueva
 - a. Veronica Castro
 - b. Carlos Vigil
 - c. Guests – Joe Zebrowski-El Creston and Denise-RCAC
3. Approval of Minutes
 - a. Lawrence made a motion to approve the minutes from August 19, 2013, seconded by Rick and unanimous vote to approve by the Board.
 - b. Edward Madrid made a motion to approve the minutes from September 16, 2013, seconded by Lawrence and a unanimous vote to approve by the Board.
4. New Business – No Action
 - a. Joe and Denise spoke to the group regarding the process they would take to begin working on our asset inventory and asset management plan. Joe is still working out the contract details with New Mexico Highlands University for the hire of a person that will conduct the asset inventory. Upon establishing a person for this purpose Joe and Denise will contact El Valle Water Alliance to begin the process.
5. Old Business
 - a. Carlos Vigil read us his Operator's Report. Lawrence made a motion to approve the report, seconded by Rick and a unanimous vote to approve by the Board.
 - b. Ramón passed out and explained the scope of work and hours established for the Certified Operator.
 - i. There was a lengthy conversation regarding this document and the need to establish policies regarding clarification between a customer's responsibilities versus El Valle Water Alliance's responsibilities. The following recommendations were made, which Veronica, Ken and Ramón will work on for presentation to the Board:
 1. Establish a policy that clearly defines where El Valle Water Alliance's maintains ownership and responsibility of water

- infrastructure versus where a customer maintains ownership and holds responsibility for water infrastructure
2. Establish a policy that clearly defines who covers the cost when a customer reports diminished or no water service to their place of residence. The policy should clearly define who covers the cost based on the location of the problem that caused diminished or no water to the residence.
 3. Review the rules and regulations to ensure that fees for this purpose are documented. If fees are not identified for the purpose of addressing Item #2 above, establish a fee structure that covers El Valle Water Alliance's costs and are reasonable to our customers.
 4. Ramón requested that current governance documents policies are followed when responding to customer's calls or customers arrears.
 5. Ramón requested that Ken and Veronica create a monthly calendar to cover the scope of work for Carlos' responsibilities.
 6. Ramón requested that Ken and Veronica create a monthly calendar to cover the scope of work for Veronica's responsibilities and merges with Carlos' responsibilities.
 7. Once both calendars are created they shall be submitted to the Board on a monthly basis.
 8. Ramón requested that Ken work on developing a proposed scope of work, proposed budget and proposed schedule for a Certified Operator to cover El Valle Water Alliance Certified Operator responsibilities when Carlos is not available.
- ii. San Juan MDWCA Merger
1. Rick made a motion to accept the San Juan MDWCA into the El Valle Water Alliance, seconded by Edward Madrid and a unanimous vote to approve by the Board.
 - a. Ramón requested that the minutes from the San Juan meeting to dissolve and merge with El Valle Water Alliance are included with these minutes.
- iii. El Valle Water Alliance By-Laws
1. Rick stated that the Ifeld Board was not comfortable with "water haulers", which can be found in Article IV-Membership, Section 2a. Ramón requested that the Ifeld Board prepare and submit their premise of concern and provide recommendations.
 2. Rick stated that the Ifeld Board did not agree that "voting by proxy shall not be permitted". Ramón requested that the Ifeld Board prepare and submit their premise with this disagreement and provide it to the Board for consideration.
 3. Rick stated that the Ifeld Board did not agree with Article VIII, Water Charges, Assessments, and Distribution of Services, Section 11 Transfer of Meter. Ramón stated that he will work with Ken and Veronica to determine if this Section is warranted.

- 4. No action was taken by the Board to adopt the El Valle Water Alliance By-Laws
 - iv. El Valle Water Alliance Governing Documents
 - 1. No action was taken by the Board
 - v. ICIP
 - 1. Ramón provided and spoke about the ICIP that was submitted to the Department of Finance Administration Local Government Division.
 - vi. Funding Updates
 - 1. Ramón provided updates to our 2013 WTB application, 2014 WTB Initial application, HB2, and the funding we were approved for from our Drinking Water State Revolving Loan fund application.
 - vii. Audit and Agreed-upon-Procedures
 - 1. Ramón provided updates for these documents
 - viii. Capacity Development and Funding Requirements
 - 1. Ramón provided and spoke about the funding and capacity development state and federal mandates
 - ix. Regional Water Plan – Interstate Stream Commission
 - 1. Ramón provided information regarding that the Interstate Stream Commission will soon begin Regional Water Planning efforts across the state. San Miguel County will host a kick-off meeting for the Mora-San Miguel-Guadalupe County Regional Planning efforts on October 29, 2013 between 9-12 for whom all are invited to attend.
- 6. Manager’s Report
 - a. Budget – Rick made a motion to table the review and approval of the budget until next month, seconded by Lawrence and a unanimous vote by the Board to approve.
 - b. Financial Report – Rick made a motion to table the review and approval of the financial report until next month, seconded by Lawrence and a unanimous vote by the Board to approve.
- 7. Matters from Members
 - a. No matters from members
- 8. Next meeting date and adjournment
 - a. Next meeting date is scheduled for November 18, 2013 at 6:30 pm – EVWA office
 - b. Edward Madrid made a motion to adjourn, seconded by Rick and a unanimous vote by the Board to approve at 9:30 pm.