

MINUTES – REGULAR MEETING
Board of Directors of Timberon Water and Sanitation District
Tuesday June 9, 2026 at 5:00 pm
Timberon Community Center, “Lodge”
1 Bobwhite Circle, Timberon, NM 88350

Authorized by Otis Price, Chairman of the Board of Directors, Timberon Water & Sanitation District.

CALL TO ORDER

Chairman Price called the meeting to order at 5:00 PM

Pledge of Allegiance

Salute to the New Mexico Flag *“I salute the flag of the state of New Mexico, the Zia symbol of perfect friendship among united cultures.”*

ROLL CALL

Board members present: Chairman Otis Price, Treasurer Josh McCurdy, Director Jesse “JJ” Duckett and Director Derenda Robb.

Vice Chair Caleb Flora was present by telephone.

A quorum was achieved.

Staff present: General Manager Wendy Case and Board Secretary Nanette Thorell.

APPROVAL OF AGENDA

Treasurer McCurdy moved to approve the agenda. Director Robb seconded the motion. A vote was called. All voted in favor, none opposed. The motion carried unanimously.

MANAGER REPORT

General Manager Case presented her report covering the following items:

Water Production: Well #1 (the plant) produced 3,427,740 gallons and Well #2 (golf course) produced 2,195,600 gallons, for a total of 5,623,340 gallons produced this period.

Billing and Meter Reads: Due to recent office transitions, meter reads are not yet complete. Gallons sold and water loss calculations will be available once meter reads are finished. Metered water bills will be slightly delayed this month.

FY2024 Audit: The General Manager and Treasurer McCurdy will meet with the auditor this week for the Exit Conference, after which the FY2024 audit will be complete.

Important Dates Calendar: Copies were distributed to Board members. Some dates are subject to change.

Consumer Confidence Report: The 2025 Consumer Confidence Report has been approved and posted to the TWSD website. Printed copies were made available at the meeting.

Boil Water Advisory: TWSD is currently under a Boil Water Advisory following a tank drain over the weekend. Water samples are being submitted to the lab and the Advisory is expected to be lifted Tuesday or Wednesday pending results.

NMED Settlement Agreement: Level 4 Operator Alex is working with NMED on the settlement agreement and is seeking extensions on certain deadlines. Documentation of those deadline items is available upon request. Alex is also working with I&C Solutions on improvements to the SCADA system at the surface plant.

Grant Reimbursement: Of the \$39,000 remaining in grant funds, \$31,000 has been recovered through invoice submissions. Approximately \$15,000 in invoices remain pending approval.
New Staff: A new billing clerk, Valerie, has joined the office staff and is performing well.

TREASURER REPORT

Treasurer McCurdy presented his report covering the following items:

Budget and P&L: The Profit and Loss Report was reviewed at the previous meeting. At this meeting, the Board reviewed the budget. Treasurer McCurdy noted that Director Duckett was instrumental in moving the budget forward for New Mexico Finance Authority (NMFA) approval. No major changes to the budget were reported.

DISCUSS / APPROVE MINUTES: June 1, 2026 Special Meeting

There was no discussion. Treasurer McCurdy moved to approve the minutes of the June 1 2026 Special Meeting. Director Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The motion carried unanimously.

OLD BUSINESS

1. Discussion of the current grant applications and awards.

Chairman Price opened the discussion and provided the following updates:

Otero County Grant Application: TWSD has applied for \$47,000 through Otero County to address solid waste disposal expenses at the dump site and the park bathroom toilets. No response has been received to date.

Colonias Grant for New Dump Site: A Colonias Grant of \$367,000 has been approved for construction of a new dump site behind the maintenance barn. Joe Lewandowski has been authorized to begin preparing the site for New Mexico Environment Department (NMED) review. The current plan calls for four dumpsters with steps leading up to each unit. The design is intended to prevent disposal of oversized or prohibited items such as furniture, construction materials, and appliances. A live camera feed accessible through the TWSD website is also being explored, which would allow community members to check dumpster availability remotely and report illegal dumping.

Chairman Price noted that Colonias requires TWSD to complete required training classes before grant funds can be accessed. Classes are anticipated in late June or early July. Colonias may assign a fiscal administrator to assist TWSD to ensure all requirements are met correctly.

Public Comment on Dump Site:

Community member Steve asked whether a compaction unit was included in the plan. Chairman Price responded that it is not.

Community member Richard expressed concern about senior residents carrying garbage bags up the steps. Chairman Price acknowledged the concern, explaining that the stepped design is standard practice intended to deter disposal of heavy prohibited items. He noted that an attendant may be available on certain days to assist community members who have difficulty with the steps, and that all design details, including the steps, remain in the early planning stage.

Director Duckett asked who would be administering the grant funds. GM Case responded that TWSD would be working with Dora Bautista if a fiscal administrator is required.

Infrastructure Grant Applications: TWSD is pursuing infrastructure grants totaling approximately \$26.4 million, comprising \$2.4 million for engineering fees and \$24 million for infrastructure projects. The \$24 million figure was calculated using previous Bohannon Huston documents with a

25% adjustment applied. Both requests were approved by Representative Gabe Vasquez and Senator Martin Heinrich and forwarded to the Appropriations Committee. TWSD is awaiting a response and remains hopeful about the outcome.

2. Clarification on the reimbursement of the remaining \$39,000 that was left over from a previous grant.

Chairman Price noted that this item was addressed during the Manager Report. As previously reported by GM Case, of the \$39,000 remaining from a prior grant, \$31,000 has been recovered through invoice submissions, with approximately \$15,000 in invoices still pending approval.

NEW BUSINESS

1. Discuss/Approve the District's Inventory and Asset Management Plan.

TWSD Inventory Control Officer Leo addressed the Board regarding the District's Inventory and Asset Management Plan. He identified the categories of District assets, which include water-related equipment, tools, and vehicles. A warehouse parts inventory list was distributed to Board members. Leo reviewed the perpetual inventory system, which tracks items from the initial purchase request through receiving and field use.

Motion: Director Duckett moved to approve the Inventory and Asset Management Plan as presented. Treasurer McCurdy seconded the motion. A vote was called and the motion carried unanimously, with all members voting in favor and none opposed.

2. Discuss /Approve moving forward with the billing software from Munilink.

GM Case presented the need to replace TWSD's current billing software and reviewed the features of the Muni-Link utility billing system. Key improvements over the current system include a more efficient work order system, communication upgrades, integrated online payments, digital records, and consolidated historical data for each property.

Director Duckett asked whether the multiple database situation would remain. GM Case confirmed that the databases would still need to be kept separate; however, Muni-Link would be able to display and total multiple accounts and properties belonging to a single customer within each database.

GM Case also reported that the current software provider, UB-Max, was paid \$18,777 for an upgrade that was never delivered. Requests for a refund have been ignored and the next step will be to engage TWSD's attorney to pursue recovery of those funds. The current UB-Max software carries an annual cost of \$15,000. Muni-Link would require a one-time startup cost of \$30,000 followed by approximately \$4,000 per month.

Public Comment:

An unidentified community member raised concerns about a TWSD website email address that is not routing to the office, and difficulty reaching the office by phone. GM Case acknowledged the issue, attributing it to the recent office transition. She advised customers to use **accounting@timberonwsd.com** as the current contact email and confirmed the website will be updated accordingly.

Community member Suzie recommended that changes of this nature also be posted on the community bulletin board.

Community member Allen noted that discussion had strayed from the agenda item and requested that the Board return to the matter at hand. Chairman Price agreed.

Motion: Treasurer McCurdy moved to approve the billing software from Muni-Link. Director Duckett seconded the motion. A vote was called and the motion carried unanimously, with all members voting in favor and none opposed.

3. Suzie Simms and Michelle Lackey request to address the board regarding the conditions of the TWSD bathrooms, and the grass at Timberon Memorial Park Cemetery not being cut before Memorial Day.

Bathroom Conditions: Community member Michelle Lackey addressed the Board regarding the condition of the TWSD bathrooms during the Kentucky Derby event, expressing her disapproval of the state in which they were found. GM Case explained that she had instructed an employee to clean the bathrooms prior to the event but was unaware that the cleaning had not been completed. She confirmed that the issue has since been addressed and corrected. Chairman Price apologized to the community for the condition of the bathrooms.

Cemetery Maintenance: Community member Suzie Simms addressed the Board regarding the Timberon Memorial Park Cemetery not being mowed prior to the Memorial Day Celebration, expressing her disappointment with the oversight. Chairman Price acknowledged the concern, noting that the cemetery committee appears to have become inactive. He apologized for the oversight and confirmed that cemetery landscaping has been added to next year's schedule to ensure it is completed prior to Memorial Day.

Employee Recognition: Community member Lackey requested that the following be entered into the record: her appreciation for TWSD employee Chris Rains, who, during a recent period when a trash dumpster was overflowing, proactively collected accumulated trash from elderly residents in her neighborhood. Ms. Lackey wished to publicly thank Mr. Rains for his initiative and service to the community. Mr. Rains was not present at the meeting.

4. Discuss/Approve/Disapprove having our attorney review our current delinquent Standby Fee collection policy/letters and meet (electronically or in person) with the Board to discuss what is involved in pursuing foreclosures on properties that already have Standby liens on them.

Director Duckett provided historical background on the matter and recommended that the District pursue foreclosure proceedings to recover delinquent Standby fees owed to TWSD. He noted that at least one oversight agency has indicated that TWSD needs to demonstrate greater fiscal responsibility, particularly with respect to the collection of delinquent fees. Director Duckett pointed out that foreclosure action is already provided for within existing District procedure and recommended moving forward to resolve these long-standing delinquencies. He reported that there are over 200 properties with liens already filed against them that are eligible for foreclosure proceedings.

Public Comment:

Community member Fred questioned the legality of charging Standby fees and expressed disagreement with the pursuit of property foreclosure. Director Duckett addressed the concern and explained the applicable procedure under New Mexico law.

Motion: Treasurer McCurdy moved to have the TWSD attorney review the District's delinquent Standby fee collection policy and correspondence, and to meet with the Board, either electronically or in person, to discuss what is involved in pursuing foreclosure on properties that

already have Standby liens filed against them. Director Duckett seconded the motion. A vote was called and the motion carried unanimously, with all members voting in favor and none opposed.

5. Discuss/Approve/Disapprove 7 Standby property liens in the amount of \$1,973.02

There was no discussion.

Motion: Director Duckett moved to approve the seven Standby property liens in the total amount of \$1,973.02. Treasurer McCurdy seconded the motion. A vote was called and the motion carried unanimously, with all members voting in favor and none opposed.

PUBLIC QUESTION AND ANSWER SESSION

Community member Richard recommended that the slash pits be closed off, citing the area as increasingly hazardous.

Community member Arden reported that the Water Advisory Committee had noted that the Pressure Reducing Valve (PRV) at the intersection of Pioneer and Sacramento Roads was showing a reading of 140 psi on both input and output. He also inquired about the current status of the Timberon Golf Course and which entity is responsible for its operation. The Board responded that TWSD owns the golf course and that DTI manages it with assistance from TDC.

DIRECTORS' AND STAFF REMARKS

Director Duckett remarked that the Board should revisit the current DTI lease as it pertains to the Golf Course.

Chairman Price remarked on the progress being made on the grant applications and awards discussed earlier in the meeting.

GM Case informed the Board that the Exit Conference with the auditors is upcoming and noted that she has already created a 2025 folder in preparation for the next audit cycle.

MOTION TO ADJOURN

Treasurer McCurdy moved to adjourn the meeting. Director Duckett seconded the motion. A vote was called. All voted in favor, none opposed, and the meeting adjourned at 6:25 PM.

Approved June 19, 2024
Acting Chairman Josh McCurdy
~~Chairman Otis Price~~
Secretary Nanette Thorell

