

MINUTES - REGULAR MEETING
Board of Directors of Timberon Water and Sanitation District
Tuesday September 9, 2025 at 4:00 pm
Timberon Community Center, "Lodge"
1 Bobwhite Circle, Timberon, NM 88350

CALL TO ORDER

The meeting was called to order at 4:00 PM by Chairman David Cruey

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 David Cruey, Vice Chair Edward Hardesty, Treasurer Jesse "JJ" Duckett, Director Derenda Robb.

Present by phone: Director Allen Burmeister

Staff members present: General Manager Wendy Case, Secretary Nanette Thorell

APPROVAL OF AGENDA

Vice Chair Hardesty moved to approve the agenda as written. Treasurer Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

MANAGER REPORT

GM Case presented her report:

Meters and Line Breaks: Two new meters were installed this month, with 11 remaining.

Approximately 14 line breaks were repaired.

Water Production:

Plant (Well #1) is producing about 70 gpm, August total was 2,859,200 gallons.

Golf Course (Well #2) is producing about 83 gpm, August total was 2,172,600 gallons.

Combined production: 5,310,800 gallons in August.

Due to ongoing software issues, water loss figures are not available for last month. I.T. is currently working to resolve this.

Audit: The in-person portion of the 2023–2024 audit was held on August 28–29. The auditor stated conditions were better than expected, and an update should be available within the next week or two.

Administrative Order: Regarding the recent Administrative Order with fines, a hearing for settlement negotiations has been requested. Agencies have agreed to work with TWSD toward a course of action. A hearing date has not yet been scheduled.

Budget: The FY 2025–2026 budget has been approved. GM Case thanked Rick, Arden, and JJ for their assistance. The budget will be posted on the website by the end of next week.

Newsletter: Community members are encouraged to share upcoming events by the end of each month so they can be included in the monthly newsletter.

Training: Training for the new meter reader begins next week, with the goal of being operational for October reads.

Next Agenda: GM Case requested to add an item to the next agenda regarding the purchase of a cell phone for the office. This would allow on-call staff to have a dedicated phone and enable two-step verification required for placing certain orders.

Staff Achievement: GM Case congratulated Travis on achieving his Level 2 Water Operator certification.

TREASURER REPORT

Treasurer Duckett read the bank balances:

F&S \$42,357.09

Operations \$48,401.27

USDA Construction Loan Pass-Through \$1,688.84

USDA Debt Service \$993.46

USDA Short Term Asset \$167,238.98

Water Asset Management Restricted Reserve \$10,145.36

Water Standby \$31,090.26

BUDGET COMMITTEE REPORT

Budget Committee Chairman Rick McMullen was not present. Vice Chair Hardesty read a statement on his behalf noting that the budget has passed. Mr. McMullen also volunteered to chair the Bylaws Committee. The committee has met several times to review the budget-related bylaws. They are proceeding line by line and are currently less than halfway through. The next meeting is scheduled for September 26.

OLD BUSINESS:

1. Discuss/Approve minutes of the August 12th Regular Meeting

There was no discussion. Vice Chair Hardesty moved to approve the minutes of the April 12 Regular Meeting as written. Treasurer Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

2. Discuss / Adopt Resolution 2025/2026-005 Facilities & Services

Vice Chair Hardesty distributed copies of a white paper on Facilities & Services (F&S) fees. The comprehensive report was originally prepared several years ago by former resident Dr. "Doc" Getter, who holds a PhD in Public Administration.

Vice Chair Hardesty then read Resolution 2025/2026-005 aloud. He moved to adopt Resolution 2025/2026-005, Facilities & Services Charge. Director Burmeister seconded the motion. A vote was called, and all voted in favor. None opposed. The resolution was adopted unanimously.

3. Discuss / Adopt Resolution 2025-2026-004 Mill Tax Levy for FY 2025/2026

Treasurer Duckett read Resolution 2025/2026-004 aloud.

Vice Chair Hardesty moved that we adopt Resolution 2025/2026-00 Mill Tax Levy for FY 2025/2026. Treasurer Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The Resolution was adopted unanimously.

NEW BUSINESS

1. Discuss/Approve 21 liens on Standby properties.

Chairman Cruey presented a folder containing 21 liens, with a total value of \$5,943.70. Vice Chair Hardesty moved to approve the 21 liens on Standby properties. Director Robb seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

2. Discuss/Approve the establishment of a Bylaws Committee

As this was addressed earlier during the Budget Committee report, there was no further discussion. Vice Chair Hardesty moved to approve the establishment of a Bylaws Committee with Rick McMullen as Chairman. Treasurer Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

3. Discuss/Approve the establishment of a Water Advisory Committee

Audience member Arden Schug, who had requested this agenda item, amended his request. Instead of forming a formal committee, he proposed creating an informal group to study the water system and provide advice on needed improvements and problem areas. This group would not require board member involvement or board approval.

Mr. Schug also raised the matter of the line replacement on Brownwood. TWSD employee McAtee visited the site before the meeting, measured the line by GPS, and confirmed that it is 934 feet in length, which is under the requirement for special approval.

4. Discuss/Approve putting the rehabilitation of the main water well out for bid.

There was discussion regarding this item. Chairman Cruey clarified that the “main water well” refers to Well #1 at the Water Plant. Treasurer Duckett outlined some of the challenges involved in the project. Treasurer Duckett moved to approve putting the rehabilitation of the main water well out for bid along with the Tee-Box Well and the Fire Station Well. Director Robb seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

5. Discuss/Approve releasing \$10,000 out of the Water Asset Management Restricted Reserve Account #4420 for the purpose of rehabilitating the main water well.

Treasurer Duckett moved to approve the release of \$10,000 out of the Water Asset Management Restricted Reserve Account #4420 for the purpose of rehabilitating the main water well. Vice Chair Hardesty seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

6. Discuss/Approve hiring a part time or temporary maintenance employee.

GM Case reviewed the need for an additional maintenance employee to assist with building and grounds in preparation for the upcoming Sanitary Survey. Vice Chair Hardesty moved to authorize the General Manager to hire a part-time or temporary maintenance employee. Treasurer Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously.

PUBLIC QUESTION AND ANSWER SESSION

Audience member Jeffrey Merrick stated that he did not have a question but wished to make a comment. He expressed appreciation for the progress being made and his hope that everyone can continue working together to move forward.

DIRECTOR’S REMARKS

Chairman Cruey reiterated the District’s mission statement: to provide clean drinking water for the community. He acknowledged that the District has faced its share of challenges and is still working through violations from 2021–2022 with the state. Chairman Cruey emphasized that state officials

have been cordial and cooperative, recognizing the District's efforts to do what is right. He noted that it is in the state's interest to see the District succeed rather than fail.

Chairman Cruey expressed his appreciation to General Manager Wendy Case for her outstanding work in making contacts, coordinating efforts, and keeping everyone on the same page.

MOTION TO ADJOURN

Vice Chair Hardesty moved to adjourn the meeting. Treasurer Duckett seconded the motion. A vote was called. All voted in favor, none opposed. The motion passed unanimously, and the meeting adjourned at 5:00 PM.

Approved October 14, 2025

~~Chairman David Cruey~~ Edward Duckett

VICE CHAIR EDWARD HARDESTY

Secretary Nanette Thorell NThorell

