



NEW MEXICO WATER & WASTEWATER ASSOCIATION

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MINUTES

NMWWA Executive Board Meeting
March 22, 2024 - Albuquerque, NM

Martin Lopez, Las Cruces
President, 575-571-3628

Craig Byers, Los Lunas
President Elect, 505-353-6902

Lorenzo Sanchez, Roswell
Past President, 575-626-9509

Cynthia Arnold, Edgewood
Vice-President, 505-401-8499

Victor Gonzales, Las Lunas
Director, 505-975-2687

Lyman Waller, Albuquerque
Director, 505-331-8132

Gene Salazar, Espanola
Sec-Treas., 505-927-8211

Caroline Sanchez, Espanola
Executive Manager, 505-753-8840

The meeting of the NMWWA Executive Board was called to order on March 22, 2024 at 9:04 a.m. by President Martin Lopez.

Roll was called and attending the meeting were: Martin Lopez, Lorenzo Sanchez, Craig Byers, Cynthia Arnold, Lyman Waller, Victor Gonzales, Gene Salazar, Terry Mount, Paul Smith, Andrew Valadez, Javier Gutierrez and Rose Martinez.

A motion was made by Gene Salazar to accept the minutes of the last Executive Board meeting. Motion seconded by Lyman Waller. Motion carried.

Financial Report & Budget Summary: (see attached) Financial report was given by Gene Salazar. A motion was made by Craig Byers to accept the financial report as presented. Motion seconded by Lorenzo Sanchez. Motion carried.

Martin said that in looking at the revenue for the 2024 Annual Conference versus expenses, it almost breaks even. Gene said we start to get some registrations and expenses prior to January 1st so it could be seen in the last quarter of 2023. Lyman said, so it's like playing catch up. Gene agreed. Terry suggested to break down everything that goes in and comes out just for the schools. Gene said you can see that on the "actuals" of the budget summary of 2021, 2022 and 2023 to get a better idea. Terry said she meant like for example how much a venue costs and everything else that comes with the venue, when is the income coming in; to provide guidance and figure out if we need a different venue because it's a lump sum and it doesn't tell us anything. Caroline provides a financial report after each school which details the income & expenses. Javier said the venue already gives a breakdown when they reserve a venue. Gene said as they have discussed in the past there's also a lot of employee hours included that is not reflected on the financials, for example how many hours does Caroline and Rose put into the preparation of each school and what is it really costing us to put on that event. Javier asked so they're putting in more than the 8 hours. Gene said yes, they are taking registrations, determining topics, getting instructors, setting up awards, scholarships, setting up exhibitors. Rose added that her and Caroline always put in extra time the Sunday before each school to set up etc. Gene said he thinks that is what Terry is suggesting. Terry said that would give the opportunity to look at other venues such as the Convention Center or other places. Gene said we had not changed the prices to the schools or workshops for many years and the prices for venues kept going up so he agrees we should get cost itemization for each school.

Craig suggested raising the registration fee for the Annual Conference and not the other schools due to the meet and greet and banquet costs. Cynthia Arnold agreed to raise the price of the Annual Conference. Martin stated he will ask Caroline for a breakdown of last year's Annual Conference. Gene asked the Board if the Board should come up with a list of different categories in terms of venue rooms, audio, visuals etc. or have Caroline give us a list. Martin answered it's best to get Caroline's list of man hours leading up to, during, and afterwards for example what time frame does it take Caroline to contact instructors and the labor of putting the schedule together and all of that. Javier wanted to mention that the per diem for instructors is now going up too and that's part of the cost as well. Gene said it's probably going to go into some type of payroll tracking for example to say how many hours Rose puts in for the Annual School or how many hours did she put towards that particular event for that year; that would have to be added at the end. Gene said we have a recovery responsibility for that dollar amount.

President's Report: Martin said one of the things he'd like to see, is for staff to attend other conferences like Rural Water's Conference, Infrastructure Conference and beyond and putting up our booth, give a presentation of what the Association is about and what we offer and let everyone know what we who we are, what we do and what we can provide to all the communities and the benefits of being a member of NMWWA. Terry suggested having an updated flyer, Gene suggested even a PowerPoint. Terry agreed having a continuous loop presentation. Terry asked Rose if membership applications were being taken to conferences; Rose stated yes, we always have the forms available at conferences and schools. Gene said he's noticing people he talks to are not getting information and it's because they have not renewed membership and no one in their municipality or organization lets them know so maybe outreaching and communicating with admin people within the municipalities in the sections. Rose mentioned that Caroline and herself had attended an RCAC training in Espanola and gave the attendees information about who and what the Association's all about, many had not heard of the Association so the following day, due to our presence and information, we landed with at least 8 new members and attendees to the Northern school just from us showing up to that event. Martin said that's good to get the word out, he said he can't speak for the City of Las Cruces because they get minimal support in the section from the City so maybe getting back out there with the new County City Commissioners and just try to get the word out. Lyman Waller said he's trying to get a meeting set up with Greg Larson, the Chief Engineer at the Water Authority Wastewater plant along with Kenny Lipe, Superintendent, but they haven't had time to get together all at the same time. Paul Smith said they had a workshop last month and he said there's a lot of people that didn't even know about the Association so he's been asking around well how did you get to know about it and they responded because he had given them the information, he said there's a lack of information from the people who are already here, they automatically assume it's somebody else's job, but he said it's our job to let people know and give them information. Martin continued with his report stating that he noticed the website is lacking minutes and agendas, if we could post those up, he would also like to see the financial reports posted as well in order to be more transparent with the membership and or everything that gets approved by the Board. He said he would like to get photos from the sections in terms of their facilities and names of the facilities, have links to the Drinking Water Advisory Group, NMED and the Water Watch. Craig and Cynthia said the NMED website is constantly changing so that could be a little difficult. Gene asked who's running the website right now, Rose answered she is, she said Doug Paczynski used to do it and she had minimal training on it but is doing the best she can with it.

Martin asked if the Facebook page can also be updated, he said Art used to do it, but now we have to take the reins on it and update it. He said he's noticed some videos and information that is at least 4 years old. Rose said she used to do it, but has lost access to the Facebook account for some unknown reason. Terry suggested revitalizing the website committee. Martin agreed to do that along with the Facebook, even if we have to get Rose additional training on it. Martin said another thing he'd like to see is if we can send the agenda to the entire membership not just to the Board through email. Craig asked if all membership was invited to attend Board meetings, Martin answered yes it on the policy. Martin also said an invitation can be sent to the membership and they could attend virtually. Gene said what happened in the past is if anyone wanted to attend, it would be put in the agenda as visitors and they would have to let Caroline know in advance. Martin agreed and since we have Webex, we can put it to use by having them attend online. Terry said one thing she'd like to see is having all the sections have their meetings for example on the second Tuesday of the month so that it's consistent rather than people wondering when the next meeting is. They will know the meetings are the same day at the same time whatever day it may be, second or third Tuesday or Wednesday as long as it's consistent. Cynthia said that could be difficult because people schedules are always different. Criag said maybe if there was a set schedule, people can schedule around the meetings ahead of time. Martin agreed, he said maybe we can get the sections to send the office their schedules and consolidate them. Craig mentioned that they have breakout sessions for any section interested in having their meetings at the same time, then come back together in the main session for training. He said that's out there for any section as they had done so with the WC Section. Martin said another thing he'd like to see is maybe not mailing out the minutes and just have sent electronically and then post them on the website. Cynthia said maybe even having a link for all membership to view the minutes. Martin added that he noticed that the Municipal League offers specialized training and since most of the municipalities are members of the Municipal League, we could utilize them to do some kind of specialized training at the Annual Conference. Craig said that's how we were able to get the OSHA training at the Annual Conference and he said Caroline is in contact with Erica to do more and continue to have the OSHA training moving forward. Martin said he's talking about even more specialized training for example if you go the Municipal League's website under "Loss Control" (<https://nmml.org/218/Loss-Control>) you'll see what else is being offered and maybe piggyback on those trainings. Martin asked if we could post a database of instructors on the website as well in case someone is looking for an instructor, they can look at the website. Cynthia said Caroline is very good at submitting sections with the instructor list, Javier said it would be nice to have an updated list of instructors because some of them have moved on and retired and not even living here anymore. Craig said another thing we started doing is collecting presentations and with the instructor's permission we post them on the website in the event that an instructor can't make it, someone can sit in and use the presentation from the website. Rose said they already have a list going under the "resource" tab. Martin said he was going to task Caroline and Rose on coming up with leave request form, it's critical and he just gets phone calls from Caroline and says she'll be off this day or another, but he's supposed to be approving the leave and doesn't see any requests other than a phone call and it's just courtesy for the rest of the Board to see he's authorized leave so he needs paper trail or something to that effect. Martin added that another thing is he wants to see the Association's bank statements and have them posted on the website on a confidential page where only the Board can see it and is password

protected so that upcoming Board members can see and have new Board members issued a new password. Gene asked how can we get sections to provide bank statements as well so that the State and Sections see what's going on. Lyman suggested having the section's bank statements on a protected page as well. Terry mentioned that in terms of the section's financials report be posted on each section on the website because the financials are transparent to all members. Martin said we need to get together with sections and have them send bank statements and financials to the State.

Executive Manager's Report: Rose Martinez presented Caroline's report in her absence. Per Caroline's report, she attached the 2024 Annual Conference evaluation sum form. In reading some of the comments on the evaluation, people were requesting having testing in person back as a main request along with providing hard copy study guides. Gene asked if we were still taking and providing study guides to the schools, Craig said the study guide is available to everyone free to download from the website. Rose stated that everyone who registers is reminded, on the confirmation registration notice, to download the study guide which is also available on our website. Gene suggested maybe taking 10-20 hard copy study guides and sell them at the school for anyone interested in buying them for at least \$30, Craig said we don't have permission to sell the study guides, but to provide them for free. Martin said It's possible to sell it, but we'd have to include the printing cost. Javier said maybe stating it on the registration form, free to download, but if buying them, they would have to pay a printing fee in advance. Rose said that could be a possibility, but the study guides haven't been updated. Gene said they get what we have. Cynthia said the tests also have not been updated. Terry said she met with Joe Martinez and Eric Hall and they said they were not going to revise the test. Terry asked that when they did have they test within the State, before a report used to come out and they were able to see which questions had the highest failure rate, they were able to go back and so Terry asked if they are getting that same information from ABC and Eric had mentioned no. He said we have gross data so she asked if they can do that so that they can evaluate their failure and Joe asked these questions so we asked to have a survey at the end of tests so see if they had any issues, but is unsure if a survey has been put in place. Craig said, NMED has said before they can get all that information. Terry said we hear good pass rates, but is all the data being looked at going back to verify test questions? Javier asked if the topic could be added to the instructor evaluation form so when a comment is made, people know who taught what. Rose said it can be done. Rose continued with Carolines report and mentioned 165 attendees, 24 exhibitors and one exhibitor donated \$1,500 towards the coffee breaks, but this donor did not attend. The May school is scheduled for May 13-16, 2024 and Caroline is looking for instructors and if anyone knows anyone or is interested in teaching; please reach out to her. Terry and Lyman both agreed to teach. Caroline contacted the sections and asked who agreed not to get the 2023 section dues refund, it is as follows:

CT did not want the refund, NE has not responded, SE did not want the refund, WC did not want the refund, NW did not want the refund and SW did not want the refund. Martin said we'll give the NE section a little bit more time, hold on to the refunds and discuss it more later while they continue looking at the finances. Gene asked Martin how do we handle business when we don't have a section representative. Martin answers we'll have a special meeting and possibly assign someone to the section.

Caroline noted that on February 15th she contacted the LANL Foundation and unfortunately, we missed the dead line on grants given each year on February 12th. Caroline talked to the grants manager, Sylvan

Sierra Argo and she suggested we apply next year in mid-January. Caroline offered their information if anyone would like more information to visit their website at: lanlfoundation.org and click on grants. Martin asked for Caroline to send them a copy of the grant to see what it looks like and consist of the NMWWA Executive Board ahead of time in order to be prepare for next year. Javier asked if we could get that copy of the grant and have it as an agenda item for the next meeting. Gene added along with additional ones out there. Martin said it's best not to wait 3 months for the next meeting to review it, but to have Caroline send it as soon as possible. Martin said he knows people at the Workforce Solutions that have trainings and we could possibly double dip some of our workshops and tap into their money they got for training, they are targeting a lot of new people into the field so he's been trying to get some of his new people hired in his system to get them certified and they say it's too late, you should have contacted us before you hired them. Terry said they'll also help pay some of their wages, Martin said you have to get them approved before you hire someone. Javier said maybe go to Workforce Solutions and apply there first. Terry said this is why she wanted to put out information on all the systems and contacts so people have resources and this is what we should be putting out there, get a list from Workforce Solutions and that resource goes up on our web page. Cynthia said it would be best if NMED broadcasts this information because we're desperate for operators; everyone is. Terry said we don't have to sit back and wait; we can post it ourselves rather than have to wait. Cynthia said NMED are the only ones that have information about the entire State.

Financial Committee Update (Closed Session): Martin called for someone to make a motion to convene in closed session. Criag Byers made the motion to convene in closed session. Lorenzo Sanchez seconded; motion carried. Recorder was turned off at this time.

Martin asked for someone to make a motion to re-reconvene from the closed session, Lorenzo made a motion to reconvene the closed session. Motion seconded by Paul Smith; motion carried. Martin said in closed session they discussed nothing other than finance policy and no action taken. A motion to deny lunch after the Board meeting was also called. Gene made a motion to deny lunch after the meeting. Motin seconded by Craig Byers; motion carried.

Section Constitution and By-laws revision update: Cynthia Arnold stated she's still making slow progress and trying to pull all of the section's versions of their Constitution and By-laws and combine them in the same document that identifies the individual sources as well as making sure that the language matches the policies, Cynthia said it takes a little bit of time so it's in progress.

2024 Northern School: Rose said the Northern school is scheduled for May 13-16, 2024, the registration forms and information has been sent out and posted on the website, Caroline is getting the schedule together. People are beginning to register. Gene asked Rose if she could put a schedule together as to when, how soon and what is the process of getting the following school together after a school. Rose said in terms of what she does after a school is entering credits, the letter to instructors and tally the evaluation form which very time consuming, then prepare the following school's registration form, exhibitor invitations along with links, shooting it out and posting on the website. Lyman said it would be a great idea if we could ask instructors at each school if they are available to teach on the next school ahead of time or have something like an exit form that instructors can sign for example stating "are you

available to teach at the upcoming school” Terry suggested asking instructors ahead of time, what kind of visual aids will you need in your classroom, she also suggested putting together a short bio for all instructors and possibly posting on the website as well. Craig said the brochure for the Annual Conference with multiple pages is what he would expect to see for the schools because it laid out what each class was going to be about or who was presenting and where they’re from so it gives you a sense of wanting to take that particular class, he added that’s why having the OSHA 10 there really helped because people read if they take that class, they’re going to come back with a certification card along with the credits. Craig said we can fill our workshops with the classes municipal League offers. Craig said Erica had brought in 4 people with her who are working their way to become instructors so there’s a pool of instructors there. Craig said the only thing with scheduling with Municipal League is that they need to be called way in advance, Craig said we should know at the end of one school going into the next one “this is what we’re looking to fill” for the next school. Martin said he’d like to see putting on an independent training from the schools and workshops with Municipal League since they are free trainers, and we charge for people to register for it. Gene said for OSHA 10 or 30, municipalities will send their people. Craig reminded the Board during covid we had 2 additional schools at 3-hour blocks, 3 in the morning and 3 in the afternoon, it worked pretty well the only thing was that we were limited to attendees and scheduled instructors one per block and had 24 credits offered so it can be done. In April during covid, we targeted a basic school and in October we targeted the advance classes. Craig said, but now we can offer separate workshops for example in April we offer OSHA 10 and charge. Cynthia said Rural Waters offers an active calendar on their website, if they have new training; they add it on top on a banner and broadcast it. Craig said its revenue, even if we only get 20 people that’s 20 more registration fees that we didn’t have before. Craig said Municipal League is only allowed to teach 7 hours a day so it would have to be broken down to two days including breaks and lunch, so for a 9-hour day; they can only teach 7 hours. Gene said those classes would fill up quickly.

Section President’s Report:

CT: Craig Byers said they held their meeting in person at the NM 811 Center meeting room and they provided them with an hour of training, Cynthia added the venue was free and they offer a room that holds 200 people and a meeting room for free for anyone interested in hosting and event for free, you just need to call ahead of time and make arrangements. Craig continued saying they are getting ready to purchase the Sacramento manuals for their June meeting. Gene asked if we could possibly host the Executive Board meetings at the NM 811 Center since it’s free of charge. Gene asked Craig who would we contact to schedule the meeting room. Craig said Cynthia just called the office number and spoke to someone and let them know about their meeting and training and they set it up, Craig said he’ll find the email and let Caroline know. Craig reported \$1,445.45 in the checking account and \$6,590.95 in the saving account. Their next meeting will be on Webex on April 16th and everyone or anyone who would like to piggyback on the training is welcome to, just let him know.

SE: Andrew Valadez stated they had their last section meeting in Roswell, everything went well and are getting back in track with the meetings. Andrew reported \$9,122.04 in the checking account, \$2,007.53 in the savings account.

SW: Javier reported \$10,415.16 in the savings account, \$101.22 in the checking account. He said they had to secure the venue “Inn of the Mountain Gods” for their June Workshop with a deposit of

\$2,531.20. Javier added they have had two meetings with 10-11 people and the next meeting will be at NMSU. Javier asked about offering 14 credits for their workshop, he said he didn't know the workshops are now offering 14 so he only scheduled for 13. Terry said that was up to the sections. She added the State Association does not have to dictate on how many credits the sections should offer. Rose said that was up to the section's discretion. Javier was inquiring about the fee per credits because the venue has gone up. Cynthia said right now all the sections have the same fee for the workshops, Martin said the schedule for this year has already gone out so we'll have discussion later before the next schedule goes out on possibly raising the workshop fees.

NW: Paul Smith did not have the financials, but will have them emailed to Rose. Paul said they just completed their workshop and had 30 plus people attend, the workshop went very well and had a lot of good positive comments on the evaluation form.

NE: No Report

WC: No Report

NMED: Not present but asked Rose to relate they are updating the database and new information will be available soon.

DACC Water Technology Program: Terry said she's still looking for an instructor, she does have instructor who is doing basic wastewater and microbiology for her online, she doesn't have a technician so she's functioning as a technician and instructor. Terry said she's participating in the Water Festival on the first part of May, they go out there and meet about 1,400 4th graders, Terry takes microscopes and have her students help them run it, before she used to do it by herself and saw 500 students in a day, but now her students help her and they do get extra credit. Terry and Javier, both agreed it is a huge event. Cynthia asked if we have the Association's presence at that event, Terry said it's possible, but she will be busy, but if someone is willing to do it; they can. Lyman said that's a great idea, maybe saying if you want to go to school, a job in the future, this is who we are and what we do. Terry said if that's something the Association is interested in doing to let her know that way, she can contact Molly and have her set up the Association with a booth. Martin asked Javier if we can give him the information and flyers would he be able to provide them at his booth at the event, Javier said he can put them next to his. Terry said it would be good because since it's a kid's event there are a lot of parents chaperoning at the event, Javier said those parents might have older kids who may be interested in doing this as a career. Javier said he can put the brochures on the table and give them out.

Other Business: The next Executive Board meeting is scheduled for June 21, 2024 at 9:00 a.m. Caroline or Rose is to contact NM 811 to schedule and reserve the NM811 board meeting room free of charge for the future upcoming Executive Board located on 1021 Eubank Blvd NE, Albuquerque, NM 87112 if possible.

A motion was made by Gene Salazar to adjourn the NMWWA Executive Board Meeting. Motion seconded by Lorenzo Sanchez; motion carried. The NMWWA Executive Board Meeting adjourned at 12:30 p.m.