NEW MEXICO WATER & WASTEWATER ASSOCIATION

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Espanola, Executive Manager
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NMWWA Executive Board Meeting
August 14, 2026
Zoom Online

CALLED TO ORDER: President, Javier Gutierrez at 9:05 am.

ATTENDEES:

- Javier Gutierrez
- Victor Gonzales
- Craig Byers
- Alyssa Chavez
- Andres Montoya
- Virgil Taylor
- Gene Salazar
- Terry Mount
- Brian Bennon
- Cynthia Wampner
- Deborah Carpenter
- Robert Hays
- Mike Lopez
- Rose Martinez

MOTION TO ACCEPT PREVIOUS MINUTES:

1. Gene Salazar
2. Craig Byers, Motion carried.

PRESIDENTS REPORT – Javier Gutierrez

No report.

EXECUTIVE MANAGER'S REPORT-Rose Martinez

Rose Martinez presented a sponsorship application that had already received two applicants from Central School, and the group approved the application without modifications. The discussion then shifted to

The Central School's registration numbers, which were lower than expected at 68 registered participants, though Rose Martinez noted this was still early in the registration period and anticipated numbers would increase closer to the event date.

The 2027 proposed training schedule was presented, with the NW section confirming their dates of March 3-4th, the SW section confirming June 16-17th, and the WC section confirming the dates of July 21-22nd.

Rose Martinez presented t-shirt quotes for instructors, ranging from approximately $730 to $1,000 per school, with options including Custom Tees, 4imprint, and a potential local vendor Caliente Designs in Bosque Farms. The Board clarified they need embroidery rather than film printing for the shirts and agreed to start with regular instructors while ordering additional shirts for new instructors as needed.

Nominations for awards are slowly trickling in. Rose Martinez reported having 5 Good Housekeeping nominations, 3 Max Summerlot nominations, 7 Operator of the Year nominations, 1 Section President nomination, 3 Art Torres nominations, and 1 Caroline Sanchez nomination, though Rose Martinez needs to sort through them further. There are difficulties in obtaining complete nominations, with participants noting that people often provide names but struggle with filling out the detailed forms, leading to a suggestion that interviews with nominators might be necessary to help complete the nomination process.

Carpenter suggested the need for examples and bullet points to help supervisors write effective nominations. JJ and others agreed that supervisors should put more effort into nominations. A discussion regarding the need for leadership training for promoted employees who may lack supervisory skills was discussed, with Deborah proposing the development of workshops on effective employee evaluations and supervision. Rose Martinez agreed to email JJ a list of nominees. Alyssa Chavez inquired about how decisions were made regarding the nominations, JJ responded that when nominations for the GHK and Max Summerlot are in, the touring committee will go out and score the facilities that were nominated and score them. An awards committee is put together and goes through the nominations along with the score sheets and make their determination at that point.

FINANCIAL REPORT & BUDGET SUMMARY-Gene Salazar

Presented by Gene Salazar. The New Mexico Water and Wastewater Association's financial report for January 1st to July 31st, 2026, which showed total income of $139,460.92 and expenses of $162,611.20, resulting in a balance of $104,947.45 in the checking account and $71,645.88 in the reserve savings account. A computer with all accessories has been purchased for Marissa Medina.

MOTION TO ACCEPT THE FINANCIAL REPORT:

1. Virgil Taylor
2. Craig Byers, Motion carried.

SCHOOL & WORKSHOP COMMITTEE REPORT- (Incorporated with train-the-trainer committee)
Javier Gutierrez, Victor G., Brian B., Terry M., Deb C., Alyssa C.
No report currently

POLICIES & PROCEDURES REPORT- **Terry Mount** (Alternates with the Finance committee)
Terry Mount stated no meetings have been conducted recently; she typically writes when there are meetings. She has asked the Board if they would like her to send out some projected meeting dates when she can get some, she can get some writing done. Terry was tasked with taking the lead on scheduling future committee meetings.

IET WATER PROGRAM REPORT-Alyssa Chavez
Alyssa presented updates on the IET program development, including curriculum improvements and financial breakdowns and an outstanding detailed presentation. The Board asked Alyssa to come up with a compensation number on her time developing the program. Alyssa responded that is not necessary; her only goal is to have this program take off and see the Association grow.

The Board debated whether the association should take ownership of the curriculum Alyssa developed, with Brian Bennon recommending it be shared statewide and potentially presented by Alyssa. The Board concluded with agreement that the Association will take ownership of the work. The board discussed compensating Alyssa for her work developing this program, focusing on hours worked outside her normal work schedule. The Board agreed to provide monetary compensation for her personal time contributions while maintaining a development fee for the Association. Alyssa was tasked with creating a detailed breakdown of her hours to justify the compensation amount, including both personal time and work time components. The discussion concluded with Deborah expressing interest in developing a standard template for content delivery to ensure consistency in training programs.

Deborah Carpenter advocated for greater formality and professionalism in training programs, emphasizing the need for consistent, relevant content aligned with need-to-know criteria to provide value to municipalities paying for operator education. Terry suggested reviving train-the-trainer workshops to help instructors align with expectations and detailed study guides, while Alyssa proposed conducting such workshops to help instructors compare their training against new criteria. The Board discussed potentially incorporating train-the-trainer elements into existing workshops, with Brian explaining that these workshops should focus on teaching subject matter experts' adult education techniques and how to align training with need-to-know criteria for test preparation.

The Board discussed developing a Train the Trainer program for instructors, with Terry suggesting creating a generalized training program followed by course-specific materials. Deborah shared her experience with OSHA's H2S safety training standards and emphasized the importance of need-to-know criteria. The board agreed to form a committee to develop the program, starting with general adult learning techniques before moving into specific course

content, with Terry noting the importance of including detailed notes with presentation materials to help instructors expand on the content appropriately possibly online classes.

The Board discussed reactivating the Short School Committee to create an ideal schedule aligned with need-to-know criteria and decided to incorporate the **train-the-trainer** program into the **existing workshop committee** rather than creating a separate one. They agreed to schedule the first meeting for Thursday, September 3rd at 9 o'clock, with plans to meet monthly on the first Thursday of each month going forward. The committee members confirmed participation, including Gene, Terry, Brian, Alyssa, Rose Martinez, Victor, and Deborah Carpenter.

Alyssa was tasked with setting up a meeting with Bono Ortega and Northern to submit the IET program for approval with having instructors possibly ready beforehand. Once approved, it will be emailed to Rose, and she will then call a special meeting.

SECTION PRESIDENT'S REPORT

CT SECTION: Deborah reported they continue to have monthly meetings and 2-hour training. Financials are on track, agendas and minutes are slightly behind schedule, but Amy Northam has stepped up to help. Deb stated she has missed a couple of meetings. Craig reported, the checking account balance is $680.83, and the savings account balance is $6,386.56, for a total of $7,067.39. Due to venue complications, the workshop has been rescheduled for December 16–17. They have secured two possible locations: the new building at the plant, if it is completed in time, or Fire Station No. 2 in Los Lunas.

SW SECTION: Mike reported as of August 14, the checking account balance was $23,627.25, and the savings account balance was $2,188.36. He will provide Rose with a detailed report, including final merchandise sales totals. The event drew 88 students and 11 vendors. Brian and a staff member were available to answer students' certification questions. Expenses totaled $9,459.71 for meeting rooms, food, and the meet-and-greet. Their first annual nine-hole golf scramble attracted 20 players and went well despite the short planning timeline. They also sold several hats and shirts and displayed a Vactor truck for attendees. Overall, the event was successful, and arrangements for next year are already in place.

NW SECTION: Cynthia Wampner (sitting in for Roxie Shreeves) reported that the checking account balance is $1,728.17, and the savings account balance is $9,432.59. Focus has been planning the March 3–4 workshop. They are exploring event insurance options for their venue. They will be serving lunch again because it increases attendance, accommodates the facility's 90-minute lunch period, helps prevent attendees from leaving and not returning, and reduces crowding at nearby restaurants. They are also beginning to recruit workshop instructors for next year, she will remain secretary, and Anthony, the President-Elect, will become president. They still need to fill the Vice President, President-Elect, and two Director positions. Rose will

investigate the States insurance policy and check if they could also cover the NW section venue and get back to Cynthia.

WC SECTION: Rose reported on Robert Hays behalf that the WC has recommended 2 sponsorships for the Central school, they continue to have meetings with an upcoming one on Monday at the golf course in Grants. Financials have been submitted to Rose.

NMED REPORT-Brian Bennon
The Utility Operator Certification Program is focused on several administrative priorities. Applications are under review for two certification coordinator positions in Albuquerque and Santa Fe, and requests have been submitted to create an additional coordinator position and an education and curriculum coordinator position. The program is also standardizing its monthly, quarterly, and annual reports and completing the final report for the intensive operator training pilot. In preparation for a possible rule revision within the next two years, staff are researching how other states classify water and wastewater utilities and identifying common practices. At the EPA Region 6 Industrial Pretreatment Conference in Albuquerque, New Mexico participants discussed the need for wastewater sample technician certification and stronger workforce pathways in collection, treatment, and pretreatment. UOCP will explore these opportunities with the Surface Water Quality Bureau and Ground Water Quality Bureau. The conference also used the Eventsential app to track attendance across concurrent sessions and generate training-credit reports for UOCP.

DACC WATER TECHNOLOGY PROGRAM REPORT-Alejandro Salas
No report

OTHER BUSINESS:
The next NMWWA Executive Board meeting is scheduled for November 13, 2026, at 9:00 a.m. via zoom online.

MOTION TO ADJOURN THE NMWWA EXECUTIVE BOARD MEETING: 11:16 a.m.

1. Craig Byers,
2. Cynthia Wampner, Motion carried.