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## MINUTES

**NMWWA Executive Board Meeting**  
**June 21, 2024 – Albuquerque, NM**

The meeting of the NMWWA Executive Board was called to order on June 21, 2024 at 9:00 a.m. by President Martin Lopez.

Roll was called and attending the meeting were: Martin Lopez, Craig Byers, Lorenzo Sanchez, Lyman Waller, Victor Gonzales, Gene Salazar, Terry Mount, Eric Hall, Jake Martinez, Andrew Valadez, Javier Gutierrez, Caroline Sanchez and Rose Martinez.

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

**NMED:** Eric Hall stated they have been extremely busy with the new Certemy data base, they ran into some bugs, but are 90 percent worked out, they are working with Certemy to get those issues worked out. Eric said to let the operators know that paying online is much easier now the application is now online on their website and only on some special circumstances they'll be able to send in paper exams. Craig wanted to verify with Eric that the operators are now completely responsible for submitting and uploading their own training credits in the form of a certificate received at a workshop or school. The trainer will not submit credits anymore. Eric confirmed. Javier asked why they switched the database, Eric stated that their old database was 20 years old and already giving out and would have crashed in 6 months, so they decided to switch right away. Eric said this new database has some good points and some bad ones, but once all the bugs are worked out it's going to be good. Eric said their goal to preach hard for operators to submit online applications and renewals, for checks the mail delivery is poor and sometimes receives applications a month later. Caroline asked Eric if notifications had gone out just stating this online application, renewal and payment information, Eric said they have been. Craig said he has an online training in August and Anita was going to teach for them. Caroline said she's also doing the September school for 4 days in person with her class being the first one in the morning. Eric said that would have to still be approved by his manager, but right now they want everyone to start submitting everything online and if anyone has issues, there are tutorials on the website to guide them or call the Certemy hotline or call one of them. Craig said he has gone in and submitted and seems like it's pretty easy and straightforward, Craig asked once the certificate is uploaded; they review it? Eric said they look at it and make sure it's legit and then they award the credits. Lorenzo asked Eric if all the past credits will transfer to the new system. Eric informed that they are currently working on that and making progress, but once they catch up with that it will be better, but right now they are backed up with renewals, approvals, etc. Craig also wanted to verify that all the old training credits or records are being transferred to the new



transcripts and then upload them yourself. Eric said you can also get your transcripts from Nile and then upload them yourself. Javier said so then go grab your old credits, download then upload to Certemy. Eric confirmed. Caroline told Eric that's other important information the operators need to know. Eric said all that information is on the website and tutorials on what to do, he said they have sent many notices already about the tutorials. Eric said he gets calls on how to do this or do that, they need to watch the tutorials. Caroline asked Eric if that's what Anita's training would be on. Eric said he's thinking more than likely yes, it will take the place of the Operator Essentials training. Caroline said Anita will be targeting about 180 people at the Central School. Javier asked what are the possibilities of going back to how it used to be. Eric said it's not going back to providers entering credits, it will be the operator's responsibility from now on. Caroline said we didn't mind providing that service for the operators. Eric said when it's time for renewals, the operator receives 3 notices, (1) two days prior, (2) the day of renewal and (3) late renewal notice. Eric mentioned that it hasn't been as bad as they thought it was going to be. Caroline told Eric that we've been getting a lot of calls, and we refer them to NMED because we do not want to give out the wrong information. Eric said to continue sending the calls to them, that's fine and if they can't help, they'll send them to Certemy. Javier asked if they were seeing a more pass or less rating with the computer-based testing; Eric said passing rates are going up with a 40% passing rate. Javier stated that operators are still wanting test on Fridays, Eric said they can still test on Friday, but schedule it ahead of time, in person testing will never come back. Eric added they can apply 6 months in advance. Craig asked Eric if Workforce Solutions was charging them, Eric said he doesn't think so, but he doesn't work on the billing side and has never seen an invoice. Javier asked Eric who does the proctoring, Eric replied one of their employees, Javier asked how good their proctoring is being that the employees don't know much about the test. Eric said they are monitoring the person testing and they've already caught people trying to cheat, he said they have a list of what is not allowed when taking the exam. Eric concluded his report with thanking the Board for moving his report up in the agenda line item, but him and Nile are very busy.

**Financial Report & Budget Summary:** (see attached) Financial report was presented by Gene Salazar. A motion was made by Craig Byers to accept the financial report as presented. Motion seconded by Lorenzo Sanchez. Motion carried. Gene asked if we were going to list the \$1,500 Exhibitor donation as income because it throws the numbers off, Caroline said no because it's included on the Annual Conference under income. Gene said when we establish fees for the schools a donation is not consistent, Caroline said that's why she put it as an extra income line item on the Annual Conference Financial Report. Caroline asked what or where does the Board suggest to place that amount. Martin said just to keep it as income for the breakdown of the school and possibly deduct it to show a ratio, Craig suggested a separate line item to show "donations" Caroline said she put it under other. Craig suggested to keep seeking the exhibitors for donations and possibly knock off nine thousand dollars of expenses. Javier said he was under the assumption that's what the Exhibitor fee pays for to begin with or at least get the exhibitors to take care of the coffee breaks with that money being that NMWWA made \$14,000 from the exhibitor fee and offset the \$9,000. Caroline said the state officers should come to the schools and talk to exhibitors and encourage donations for coffee breaks. Martin asked Caroline to keep it under "Other", but in parenthesis type donations just to account for it. Gene said the numbers for each training session would remain accurate. Caroline agreed to do so. Gene asked what the ruling of the 503 C in terms of tax exempt is, Caroline said every year by May 15<sup>th</sup> we submit all the financials to James Macias, CPA who files form 990 to the IRS. Gene said do we have to submit a tax-exempt form to all these entities so that we are not taxed. Caroline said only to the IRS. Terry added that we are tax exempt for certain things, but not all. Craig asked what are we tax exempt on for example



Craig said they're tax exempt, but they must submit NTTC forms, the vendors send them their CRS number, then they're able to issue a tax-exempt certificate. Gene asked so are we doing what we needed to be doing in order not to be taxed. Caroline said she would check with the CPA. Jake suggested inviting him to one of the meetings and maybe he can answer some questions. Caroline said she'd investigate it, but he may be too busy, Lyman said maybe even by conference call. Javier said since we are his customers; he should make time. Caroline said she consulted with him and other entities in terms of placing the financials and bank statements on the website and they replied absolutely not. Terry said the Board did not request the bank statement on the website only the sections financials, NMWWA financials and budget summary. Martin said the bank statements provided at the Board meeting are only for the financial committee to review at this meeting but will be given back to shred. Caroline suggested having the Secretary Treasurer and another officer to go to the office and look and review financial records. Javier said if Caroline finds some information on the tax exempt to please let the sections know as well. Craig said each section independently would have to give a W9 to the vendors and make sure to mention you're separate from the State NMWWA Association. Craig said the tax id# is different from the CRS number.

**President's Report:** Martin said he had requested from NMED a past fail rate which Eric did provide along with validation questions that are on the exam which are missed more often and also adding an exit survey for anyone that has taken the test and see what's lacking, but unfortunately only the pass/fail rate sheet was submitted. Martin will continue to request the rest and this just to see where there are potential weaknesses not find out questions or answers, but for information. Terry had a suggestion, she asked maybe someone from this Board who's also sits on the Certification Advisory Board to advise that Board. Craig said what he can say is that the same questions have been brought up from the Advisory Board as well, but they have not allowed their own Advisory Board either so that goes above Eric and go back to Joe Martinez and make that request again because the Advisory Board has asked several times just since he's been on the Board, but it goes on deaf ears. Terry said something that came up when they met with Joe Martinez was to try and have meetings including him more than one time, but that has not occurred. Craig said it was up to us to ask him we would like for you to attend because we have questions and ask what day you can carve out for us and send him a list of questions. Terry responded saying we have sent the same questions, but only minimal information comes back, they were supposed to ask for that from ABC. Craig said maybe asking the same question again, ask him to attend and ask the questions and maybe now they can give us more information because the last time we asked him questions; they were barely beginning the process with ABC. Gene suggested maybe putting an email together for Eric with those questions and if we don't get answers then go to Joe Martinez. Craig asked how we notified Joe last time, Terry responded she wrote the memo. Martin said he was presenting at the Advisory Board meeting next week with these questions and ask for their support as well and see if they have the same questions. Terry asked if Martin would like a copy of the memo she had written. Martin agreed he could present it and say he's following up on this memo, Terry said there are more questions now besides the ones that were presented on that memo. Again, Craig reminded the Board that at that time they were starting work with the new ABC system, but now they have been using it for over 2 years so they should have some answers. Caroline shared a memory when Mike was running it, he would answer questions and if he didn't know he would find the answers. Mike Lopez said that is why he would like to be on minutes for the Advisory Board Meeting to ask if they got the questions NMWWA was asking or move it forward from two approaches, Craig said the Advisory Board had been asking those questions as well so hopefully they can get answered. Caroline asked Craig if the Advisory Board takes minutes and if so, maybe he could bring the minutes next time,



Craig said he'll ask. Terry said the minutes are public information unless they are in closed session, Martin said he would ask for the minutes if they are available from previous meetings. Martin continued with his report stating that unfortunately they have not come up with further revenues resource ideas and it all leads back to the drinking water Bureau giving pots they give to other training Associations providers that are tied to Federal and National type grants. Caroline said she talked with Tanya Trujillo at the Rural Water Conference and Tanya told her that they have contracts but we wouldn't qualify for anything, but the trainers themselves would, for example like Robert George has a contract with NMED. Martin said there's several people with separate contracts out there and would be difficult to compete with some of those organizations and individuals, we would have to hire an instructor. Caroline said the money wouldn't go to NMWWA but to a trainer. Martin said it would go to the Association, but you would need someone to be there to do that which just makes it more difficult. Martin said going back we need to explore the possibilities of putting on some workshops and charge above and beyond the schools and workshops that we provide now just to look at other possible revenue mechanisms. Gene suggested using the Webex online training since it's already been proven profit margin on that, Caroline informed the Board that the WC section canceled their workshop in July and have no officer to run the section. An email was sent to all of WC inquiring if they were interested, but we have not heard nothing back including Mark Teshima, he was supposed to close that account and transfer to the State Association's account and once someone would take the section over the monies would be transferred back to their account. Going back, Martin said we must stick to our expertise and target the operators with workshops and be able to do circuit writing and put on those certain things unless we had full time staff that were operators and technical people it makes it difficult to compete for those types of grants especially when they apply them across the whole country. Martin will continue to look into that and bring us to what the finance committee has been doing, but in terms of revenue, they don't see any revenue coming in other than the money that has been coming in the way it's been coming in – in the past. Caroline said what helped us was raising the fee for the schools and the membership. Martin said that's traditional revenue, but they need to look at expenses. Gene asked how does the membership look, is it increasing or decreasing? Caroline said it is not increasing or decreasing, she said for 2024 right now membership is close to 1000. Martin said a lot of those people have left their roles in the field. Caroline said we do have a lot of new members coming in for example at the Northern school there were a lot of new operators. Craig said he wonders how many municipalities have fallen out, Lyman Waller said for example the Water Authority, Craig added New Mexico Water which he contacted and will be paying here soon. Craig said maybe just letting people know the benefits of being a member would help them understand and get them paid. Caroline said she's noticing a lot of Pueblos attending. Craig wondered if we can get RCAC to be one of our presenters at one of the schools and discuss some type of partnership, Caroline getting Blanca to do it. Martin said the problem with RCAC is their type of trainings for example in the past they hired Albert Barela to do all their operator trainings so it's not always the RCAC people doing the trainings they hire people because they can pay them through their contracts. Terry asked how many people that register for the schools are actual members and how many are non-members, she said we need a breakdown and try to get the non-members to become members and let them know the benefits of attending training at a cheaper rate. Caroline said that's what we tell them if you go to another school, you get to attend at a member fee. Jake asked Terry if she encourages her students to become members, Terry confirmed. Gene said back in the day they were familiar with the Administrations for example Taos, he'd call and ask if memberships have been paid so it's important to get that listing of all our previous Municipality members or small communities and touch base and educate them. Caroline said she does give them the information on the benefits of being members. Gene asked if we had a list, Caroline said there's the Municipal League guide however, it's not always



updated. Martin said some cities look at it as a business and send them for training as non-members or even bring outside trainers. Craig said maybe charging or adding the \$80 dollar difference on the school registration fee, Terry said maybe charging twice that amount to make it worthwhile to recognize the value, Craig said so \$160 more for non-members for a total of registration fee of \$560 for non-members. Lyman said then they can start seeing emails stating trainings once a month for example the CT section monthly training and operators that are member can attend and see the 2-hour credits and realize that by being members they can get 2 credits every month. Gene said what if we make them members and charge them the \$80 dollars for the training. Terry said people don't know, but if we send something out to all the municipalities that says "if you become a member, you can attend this training for free" (section monthly training) or the benefits of being a member; a very detailed memo of the benefits to make it worthwhile for them to become members. Gene said we can also send them the schedule for their section or a syllabus of what happened the prior year stating this is the type of training you be getting for free. Caroline asked if the sections were sending notices of their meetings and trainings. Craig said the CT section does, Rose sends them out. Terry said this notice is only going out to the members not to the non-members. Gene said just to charge them \$400 for members and \$480 for non-members and make them members when they pay the \$480, Lyman said then they'll start receiving notifications from there on then they'll start spreading the word. Craig said sometimes emails go to their junk or spam folder, so people need to let other people know to check their junk/spam mail. Jake said that one municipality he knows about is sending their operators to get training online, Jake reminded them that the Association are all experienced individuals and on the online training they're not getting what is needed like attending the schools and they're probably goofing off. Craig disagreed with Jake saying not all online training are alike for example when he conducts his online training the instructor asks questions and people are responding not just one or two, but several people respond and his thoughts on people goofing off; they're only hurting themselves when they go and test. Terry said she trains for ITC and they have a facilitator and everyone in that training has to be involved at least twice every hour or they don't get their training credits. Gene said going back to the membership we need to discuss the cost, Caroline said by August we need to have a set fee when she comes up with the schedule for 2025. Gene said it's something to think about now if we're going to automatically make the operators members. Martin said going that way in all fairness then the non-members need to remain at \$450 then tack on the \$80 dollars (\$530) this would give them automatic enrollment as a member because if you go from \$400 to \$480 then that's only a \$30 dollar difference, Craig said just charge the \$530 registration fee and will already include the membership. Martin said people will see the difference if they're members it will cost \$400 dollars rather than \$550 etc. Next time around will be \$400 when they attend training. Martin said when we do the registration form add some type of verbiage to justify the \$530 or \$550 or whatever the fee may be stating this includes the membership. Craig mentioned what AWWA does is an early bird special whereas you register in 2 months in advance you attend for x amount fee, but if you wait to register; you'll now have to pay x amount more fee. Jake asked Craig if he was a non-member, can he join in his section monthly training, Craig said yes, it does happen when some non-members join in hopes of making them members. Jake asked Caroline if the membership cards still go out, Rose said they now receive a notification letting operators know their membership has been paid and are now a member or have now renewed. Jake said how about something like an ID# number that can be tracked on the card. Javier mentioned he too was thinking something like on the registration form have a place to write down the ID# number stating they have paid membership because that's an issue they ran into now at their workshop, they didn't know who was or wasn't a member so if there was a number associated with paid members they could distinguish it right away. Craig asked how would that number be identified. Javier said maybe by the list Caroline sends maybe adding some type of



number associated with the operator. Javier continued to say, they need the whole listing because operators that attend come from all over the State not just the SW section. Rose said now you can just ask them to show you the email notification that they are members and can verify that way too, on the notification it states to flag this email or print it out for verification. Martin said to make that database information available to all the sections periodically as they come in that way, they can track who's a member.

**Executive Manager's Report:** Caroline stated that we already discussed the Northern school above, we had 109 attendees, 4 displays and 1 donation. Caroline passed the evaluations around for the Board to view. The Annual Conference has already been discussed as well. Caroline said that Rose and herself attended the Rural Water Annual Conference in April and got a lot of good contacts and made connections, she said a lot of the Pueblos were there and encouraged membership, we talked to everyone. Caroline said it was a good Conference they have around 16 to 20 people that are in charge of that Conference. They had a Banquet Luncheon and said about 25% of the people getting awards were there, the other ones did not show up. They had kiosks that gave you a name tag then you go to the kiosk and swipe your tag and that's how you'd get your credits or keep track of your credits. Lorenzo said he was surprised at how many vendors attended the Rural Water Conference, but they don't have the quality of training we do it's not that type of school whatsoever. Lorenzo said our training is a lot better for the operator when taking exams. Caroline said they target more the small systems. Craig said 3 of his operators really enjoyed it and would like to attend again. Lorenzo said now he understands why people are always asking us "where are the burritos" because they did have a lot of food, but then again, they get national monies and we can't afford something like that, but overall, Lorenzo said they enjoyed it, it's more for networking for higher ups and more like vendors trying to sell their products, he said it's not where you'd want to send your operators if they're trying to pass their certification. Caroline said we made a lot of contacts and was able to get new instructors to teach at the Northern school. Caroline proceeded to say that Rose and herself also attended the RCAC 2 out of 4 session classes they held in Chamita and they had a graduation type ceremony on the last class and she participated on the panel which included herself, Suan Pelletier from Rural Water, Andrew Medina, the Administrator from Zia Pueblo and Antonio Casias from El Valle de Los Ranchos from Taos and it was an opportunity to discuss and address the operators concerns. Caroline requested a tour chairman & committee for the GHK and Max Summerlot so the Board needs to start thinking about that. Caroline is requesting help for the September school and seeking instructors if anyone on the Board is interested in teaching. Caroline asked Terry about the status of the formula sheets she had started working on, Terry said it's not complete yet. Caroline stated that the mileage and per Diem has now gone up for the State and the memo Martin showed is up to .62 cents mileage and per Diem is \$157 which goes in effect July 1<sup>st</sup>. Gene Salazar made a motion to accept the new mileage and per Diem rate going into effect July 1<sup>st</sup> following the State. Motion seconded by Lyman Waller. Motion carried.

**Financial Committee Report:** Martin said the finance committee has met a couple times and went over different aspects and policies and all documents other than the Constitution and By-laws. Martin said they're getting close to present to the entire committee, the entire Board they are basically cleaning up and working on consolidating all of the information placing certain information that's in Caroline's job description only that will be applicable to all of our employees so they're just getting everything together and should be able to present hopefully at the next Board meeting. Martin thanked the financial committee for all their work and thanked Craig for being able to put together the online meetings. The next financial committee meeting is scheduled for July 24, 2024. At this point a copy of



the State Associations financial records were passed around which included bank statements, the ledger and credit card statements for the Board to review. Martin said after reviewing they will be returned to Caroline for shredding. Caroline stated that the credit card was mainly used for meeting & school lunches, some office programs and sometimes in special occasions for the venue deposits. Martin asked Caroline based on what the credit card is used for does she think she needs to contact Gene for authorization in terms of amount, so if the cost of something specific is around \$1,000 or more. Gene should be notified as a courtesy, but as he can see most of the transactions are less than \$500. Caroline reminded the Board that when money had to be transferred; Gene and the President were always notified. Craig asked maybe some money can be put back to the saving account little by little. Caroline said it's already in the Budget summary where it states the transfer. Gene said financially we can probably do like \$2,000 a month back into the saving account as a minimum to keep it consistent and gain interest because we're not making money to sustain payroll at this point. Terry said she noticed we are paying interest on the credit card and was wondering what happens with the rewards it's accumulating? Craig said it can be used as a credit card credit as well. Terry asked Caroline if she can look into getting credit or cash back. Caroline said she'll look into maybe applying it back to the account. Javier asked if it can be moved to debit so it doesn't acquire interest, Craig said the only problem with that is that if you use a debit card for example on a rental; it may charge you twice as a deposit, but if you use the credit card, it will charge you one time. Martin said there was no interest on the June statement because it was paid in time before the billing cycle. Terry said, but prior to that there has been interest. Martin said because prior to that we didn't have money and we were living off the credit card for a bit. Javier said so in order to not get charged interest, it needs to get paid monthly; Martin confirmed. Caroline said she usually pays it before the due date, Craig said that is to pay it before the statement date in order to avoid the interest fee. Martin asked Caroline that the financial committee is requesting a monthly financial with balance on hand just by email just to see monthly financials rather than waiting from one meeting to the next just something simple such as checks on hand and balance etc.

Section Constitution & By-laws revision update: Cynthia Arnold was absent, but a copy of the proposed draft revision was passed around to review. Martin asked the Board to continue looking and going over the revision and let the Board know if there are any comments, changes etc. Craig reminded the Board that the committee for these revisions are the section Presidents, but believes it needs to be the Executive Board in all to be approved for all the sections to operate in this manner. Caroline said the section Presidents need to approve it. Craig said if we leave it up to the sections then we'll have 6 different copies and we need to make it one for all sections and then add a revision date and re-visit every 4 years. Craig said what Cynthia did is she went through all of them and they're all very similar, but the verbiage needs to be updated rather than having it from the 1970's. Martin said at this point we're still giving Cynthia comments and agrees it needs to be adopted by the Board and passed on to the sections from there out and everyone will be on the same page.

2024 Northern School: Caroline discussed the school in her report, but to recap she said the school went great and looking at the evaluations, there were a lot of good comments. Caroline asked Terry how she felt about doing the Lab Workshop. Terry said she respects the comments, but she didn't have a starting point whether to start with advanced or basic so didn't know who or what operators or level they were so she hit sampling, safety, glass ware, equipment, BOD PHTSS etc. Lyman said he talked to a lot of people that took her workshop and they all loved her workshop and they hope to see that again. Craig



said he talked to Peter Nathanson and said that we need workshops that build on themselves like one month we do basic, then the next month we do advanced, he said that's what he's looking to do for the CT section monthly training. Terry said right now for the lab test their functioning off of the 18<sup>th</sup> edition when we're all the way up to the 24<sup>th</sup> edition, the temperature for sample storage everyone at the Ruidoso workshop responded 4 degrees and that's what's on the test, but not in the standard method and hasn't been for the last 3 to 4 editions ago. Terry said people are being tested on things that are out of date and not accurate, she said she doesn't know what's on the test, she stated she can't walk into a lab workshop and say it's 4 degrees; technically it is 4 degrees because its 6 or less. Craig said maybe they should have a disclaimer that states questions are based off the 18<sup>th</sup> edition. Terry said they need to put it on the need-to-know criteria because that's a common misperception on the State. Craig said maybe that memo to Joe Martinez should ask why aren't they updating their exams based on current information. Terry said that comes back to test question validation. Caroline said it's been about 15 years since the study guide itself has been updated. Javier said on the water and wastewater it still states MSDS which should be SDS, he said people need to be aware of that also. Terry said we shouldn't be sitting here telling them it should be this or that when it's asking something else. Jake asked Caroline if Joe has been invited to these meetings, Craig said yes; we've invited him and wrote him a letter and requested information and he attended a Webex online meeting, but we need to invite him again and have him attend probably every time we have a meeting because we need to move and ask the higher up questions because Eric is bound by what his boss says. Caroline said going back to the Northern school, we had a new math instructor (Redhawk Mirabal) and got good comments on him and we got a lot of suggestions people wanted a class on ponds and lagoons. Gene said a lot of the tribes still have ponds and lagoons. Caroline confirmed we had a lot of operators from the tribes. Terry said there are questions on ponds and lagoons on the test as well. Jake suggested getting in touch with Willie, he used to run Ghost Ranch, he was good at ponds and lagoons. Jake said he would try to get in touch with him. Caroline said per the evaluations, people want more printed handouts, Lyman said he always gets the same question and he refers them to the website, but if that's what they want; he said next time he'll have handouts. Gene said what if we scan them and send them by email, Craig said like sending them the electronic copies or a link to each instructor's handouts then everyone has them. Terry said for math they have to have a printout. Javier said at his workshop all attendees got a card with a URL code and they scanned it and it took them to the website where the handouts were and exposure to the website page and they loved it. Terry said in her math class she wasn't able to get through the whole presentation, but she told them go to the website under resources and you'll find it there and it walks them through it, but maybe giving them a directory to go here and go there, Javier said coming up with the URL was very helpful. Lyman said going back finances, it bugs him because we pay for the printing then there are supposed to be 50 people plus and only 20 shows up, then he has a stack of papers at home, then makes changes and now they're no good or after class there are a stack of papers and cleaning people throw them away and so that's money out of the account. Gene said if there are handouts, we can just scan them and make a file, Javier said or at the beginning of class let them know to go there to the website. Craig said we could create a webpage stating for example 2024 Central school and put all the presentations on there, Lyman said how about placing a link on the registration forms saying the handouts needed are on here, Rose said even putting it on the confirmation when they register, but again we would have to get all the instructors' presentations ahead of time and have them print them out or download ahead of time. Craig said since we give them the notebook at the beginning, we could place the card on there. Gene said it's also good to have these files incase an instructor can't make it; someone can fill in by going to the website. Terry said you must be careful when using other people's presentations, you need to have notes associated with it because then you'll have someone



just reading a presentation unless they have it in advance and willing to sit down and do some research and put some notes together for that presentation.

2024 Central School: Caroline said the Central school has been a pain because they have a new person working on the contract and sent it to her at least 4 times with errors, she sends it back and back again with the same errors, we have been waiting for the accommodation link in order to send it to the people that have registered. Caroline said this has been going back and forth for about 3 weeks now so she had to contact another person making him aware that this other person is not working out so he said he'd take care of it as of yesterday. Craig asked if we had looked at other venues, Caroline said yes, but we need 5 classrooms. Gene asked how long does it take to prepare for that, Caroline said 4 months and she passed around the updated workshop guidelines for the section workshops, she said she had emailed them to everyone, Caroline said it takes herself and Rose 2 1/2 months working on the school itself so it's about \$7,000 for Rose and about \$12,800 for her for the Annual school and for the Northern school itself is 2 months, \$5,000 for Rose and \$10,000 for her. Caroline stated she's been working on the Central school already as soon as the Northern finished, she began on the Central school, she said the Annual school takes more because of the Banquet and the meet and greet and extra exhibitors. Gene asked if a contract is in place after each school, Caroline confirmed, but the contract always has to be updated and difficult when working with new people, it's a lot easier when you work with the same people and are familiar with the contract. Caroline said since covid happened there are all new people at all the Hotels. Craig suggested comparing venues and get Hotels to compete for our business. Javier said what about Isleta, Caroline said it's way too expensive and \$129 for sleeping rooms is not a bad price. Caroline said back in the day it was at UNM Continuing Ed. Building. Gene said we used to have it at the Community College too and the Northern school was in Taos Community Center. Lyman said what about at the Continuing Ed, Craig said they got rid of the big classrooms, but what about CNM Ingenuity on San Mateo, Caroline said it depended on when they have classes, Gene suggested working around their schedule and it will be a low cost. Caroline said they would have to have 5 classrooms, 2 to accommodate 60 people and 2 to accommodate 40 and 1 for 25 people. Gene said they do, Craig said the classrooms will accommodate 60 people and they can stay at the Hotel of their choice. Javier said there are plenty of hotels around that area. Jake said that would save the Association a lot of money. Caroline asked if someone can check and look into it, Craig said just to call them and let them know who we are and this is what we do and looking for and ask them "Do you have the ability to help us". Terry said the advantage of an educational institution like that is that they may have flex classrooms where people can attend at a distance for people that can't make it into town, Craig said they may have the hybrid training classes. Lyman said the same with the Workforce Center the same place where you schedule to take the test. Lyman said it's a huge facility, Gene said people can even schedule their tests on Friday, Craig said that's why they use the UNM Workforce Center in Los Lunas for their workshop because they have all they require as a facility for them such as online, projectors and computer boards; he said Lyman taught on a really nice computer board, sit here and look at his computer presentation while it's projected on the screen. Gene said not to take away from the Hotels, but there are a lot of distractions for students such as bars and gambling. Craig said unfortunately people come to our training and its vacation for them, away from work and paid per diem. Gene said if we have it at a different facility, they will be more focused. Caroline asked Craig to email her the suggestions, Craig confirmed he said CNM Ingenuity it used to be CNM Workforce, but they changed their name, Lyman suggested the Workforce Training Center where Eric conducts his testing, Terry mentioned Career Tech Program Center off I-25. Jake asked Craig how much did they charge for the facility, Craig said as last year there was no charge, but they are starting to charge now, but its super cheap and because they need 2 rooms; they



get the 2<sup>nd</sup> one at 50% off so like \$150 for both days. Gene mentioned UNM and or all Colleges, Jake said he knows the President at Northern so he'll check with Northern College. Craig mentioned the Santa Ana Rio Rancho Convention Center, they have big spaces that can be used. Caroline mentioned that a member from Santa Ana offered a room for the Executive Board meetings.

Section President's Report

NE: Jake reported \$5,480.71 in the saving account, \$1,711.34 in the checking account totaling \$7,192.34. Phillip will email it. Jake said they had a monthly training in Dulce because he met some people at the Northern School and they were interested and did math training. Gene asked him if they were members, Jake said yes. He said they started in Dulce and is making his way down to the little towns. Jake said he's going to push nothing but math on his trainings, some safety, but math is very important and his instructor Calvin charges \$75 an hour so he's thinking of paying \$225 for 4 hours 8 students minimal. He said the math instructor is a College Professor and is really good. Jake said they will continue to have monthly meetings and training.

NW: No Report

SE: Andrew reported \$9,606.74 in the checking, \$2,02.57 in the saving account totaling \$11,609.31. Andrew said they are getting ready for their workshop, but due to the Ruidoso fires and their Convention Center and Hotels being booked by the Ruidoso residence and not knowing how long that situation will last, he might have to cancel, but wasn't sure as of yet. He is yet anticipating on conducting the workshop, but be aware that it could cancel if they're not out by July 15<sup>th</sup>.

WC: No Report

SW: Javier reported \$17,316.74, but they have a check out for \$4,174.64 to Inn of the Mountain Gods so it's \$13,142.08 in the checking and \$90.93 in the saving account. Javier asked the Board if they can help reach out to Martin to get the access code or password to view the online account because they're unable to tell who paid for who or what in order to get a complete bank balance. Javier is requesting from the Board to have the Board, Caroline or Rose have the passwords for all of the section's bank accounts so that when there is a change in leadership the Board has the authority to retain or change the password for the incoming people. Javier said in terms of their workshop, they had a lot of help, a vendor donated towards lunches, they had a total of 5 vendors, they didn't have to pay mileage or per diem with the exception of one instructor and paid for printing, but other than that they didn't have much expenses. Javier said enrollment was down to 40 in water and 12 plus in wastewater and usually have over 100 attendees. Craig suggested having the workshop in person and online (hybrid) as he has done his. Craig said he usually gets half of his participation online. Javier said not having the venue reserved ahead of time and having to change the dates probably hurt enrollment. Javier said they have been having monthly meetings and training and is thinking of doing some outreach training as well. Javier asked if the Board had decided to align all the fees so that all classes cost the same. Caroline responded that it depended on the sections, Craig asked if it had to be changed on the Constitution and the By-laws. Caroline said no. Martin said you don't want to tie these down because if you need to increase it; you'd have to amend the By-laws. Terry said maybe stating it as "there will be a consistent fee per class whether it's for a school or workshop so whatever the State is charging then the workshops would amend based off per credit hour. Javier asked when is the cut off to make the decision. Caroline said by August. Javier asked if the sections can get verification or a list of membership to verify membership for their workshops. Caroline said she will email the listing to all sections. Martin said going back to the square accounts situation he asked Caroline to send an email to the sections requesting the passwords and do a formal action and have them call with the password not emailed.

CT: Craig reported \$544.09 in the checking account, \$6,595.75 in the saving for a total of \$7,140.84. Craig said they had their section meeting in person now in June with 12 attendees. Peter Nathanson taught



math, they had a drawing for a set of Sacramento manuals which included 4 wastewater manuals and 2 volumes of the water. Craig added that they are starting to plan their workshop in November 6-7, 2024 at the UNM Workforce Training Center in Los Lunas. Craig said they continue to have section meetings and training every month either in person or on Webex. Martin extended his appreciation to all the sections for allowing the State to retain the section dues for 2023.

**DACC Water Technology Program:** Terry stated she is still short on a technician along with a faculty member. They are wanting to post for a 12-month faculty member, but HR doesn't see the same urgency as they do with that said Terry added that this would be her last Executive Board Meeting as she is retiring as of next week, with this news the Board applauded and congratulated Terry on her retirement. Gene asked how could the Board retain Terry as a Board member. Martin said he'd like to first acknowledge Terry for all the years as a Board member. Terry said she began the process of the policies and procedures manual and she will continue to do that. Gene said we as the Board value her knowledge and experience and need her in the Association and for the future as well. Martin said we would first have to look at the By-laws to be able to appoint a position. Terry said she's retiring from DACC, but the City of Las Cruces has asked her to consult and will continue as long as they want to. Caroline suggested retaining her as a Board member in January. Gene said that meant that we would have to get the inheritor for DACC to report, Craig added if the program survives. Martin said after reviewing the By-laws that to serve on the Board you would have to be elected so we'd have to change the By-laws if we want to deviate from that, but to serve on the Committees; they may establish a special Committee as necessary to fill the needs of the Board and right now there are 4 standing committees, 1. The Annual short schools and program committee, 2. The Awards committee, 3. Scholarship committee and 4. Special committee. Craig said and since she's on the financial committee that is a special committee. Lyman thanked Terry for her dedication to the State. Caroline also thanked Terry. Terry responded it has been her pleasure. Lorenzo congratulated Terry on a very well-deserved retirement. Lorenzo asked Terry if she's will to consider going into an elected position, she said she would think about it. Martin said at this point she's volunteering to continue with the finance committee and said it's not an action item on the agenda, but he recommends retaining her there. Terry said she has an obligation to continue with the policies and procedures manual.

**Other Business:** Martin said he would like to put some Agenda items for the next Board meeting, the first one is alignment of workshop and short schools fee per credit and raising non-member membership fees. Two is to retain square account passwords from all sections. Three is to add the Executive manager's name to the section's bank accounts in case of possible transitions. Lyman asked if Terry's idea from the Northern school could be possible in regarding emailing members practice questions and then posting the answers on the website but may have to be voted by Board to proceed with that and place as an action item next time. Terry said sending out 2 or 3 practice basic and advanced questions. Gene said it was a great idea, but who's going to and continue to manage that. Lyman said by sending the questions by email, it will force them to go to the book and look and then after a few days they can visit the website and find the answers. Javier suggested having an active website using flash cards. Terry said now that she'll have more time, she will continue to work on the formula and conversion sheets. Dates for the following financial committee meeting is set for July 26, 2024. The next NMWWA Executive Board Meeting is scheduled for August 29, 2024 at the NM811 Center at 9:00 a.m.

A motion was made by Lorenzo Sanchez to adjourn the NMWWA Executive Board Meeting. Motion seconded by Craig Byers; motion carried. The NMWWA Executive Board Meeting adjourned at 1:25 p.m.