

NMWWA Executive Board Meeting
March 13, 2026
Teams Online

CALLED TO ORDER: President, Javier Gutierrez at 9:00 am.

ATTENDEES:

- Javier Gutierrez
- Victor Gonzales
- Craig Byers
- Andres Montoya
- Gene Salazar
- Alejandro Salas
- Terry Mount
- Brian Bennon
- Roxie Shreeves
- Deborah Carpenter
- Veronica Serrano
- Rose Martinez

MOTION TO ACCEPT PREVIOUS MINUTES:

1. Craig Byers
2. Andres Montoya, Motion carried.

PRESIDENTS REPORT – Javier Gutierrez

Javier discussed the feasibility of a potential new hire and reviewed financial reports from Rose from 2022 to 2025 and the projection for 2026. A discussion was held regarding the importance of considering position redundancy in decision-making. The Board examined the financial data and estimates for 2026, noting the significance of recent income figures. Terry Mount suggested having a separate spreadsheet for each school that reflects its income and expenses.

A job description was presented with the roles and responsibilities, and some changes were added or modified while the core duties remain intact. The compensation range for the position has been established between \$15 and \$18 per hour, based on a part-time schedule of 29

hours per week and pay per experience. The Board has decided to proceed with the posting of flyers and the advertisement of the job opening for the part-time administrative position. The application closing date is set for April 10th, with interviews scheduled for April 20th and a proposed start date of May 4, 2026.

A motion was made by Craig Byers to hire a part-time employee for 29 hours a week, with pay based on experience. The motion was seconded by Victor Gonzales; the motion carried.

The request for a pay increase for Rose was denied due to the current circumstances, although it can be revisited at the end of the year. The decision was discussed among Rose and the committee.

EXECUTIVE MANAGER'S REPORT – Rose Martinez

Rose suggested quotes for advertising a job announcement, but the costs for newspaper ads were too high. Consequently, the Board decided to forego the advertisement fees and instead have Rose post the announcement at various locations.

The organization is facing challenges due to its website being down for three weeks, which may affect training registrations and revenue. This situation has prompted discussions about revamping the website, a topic previously raised during an executive board meeting. Communication with members is ongoing to inform them of the website's status and alternative registration options. Additionally, the organization's Facebook page is also inaccessible, complicating efforts to share information. The idea of rebuilding the website completely was discussed. The option to hire a professional company to redesign the website for a quoted price of \$2,200 is seen as a necessary investment for improved support and functionality. This topic will be discussed at a later meeting after reviewing examples of websites. Brian Bennon recommended exploring "GoDaddy" as a potential option.

Rose presented the modifications for membership applications, which include a 3.3% charge plus 30 cents. It also covers a one-year membership, with a need to clarify certification levels for labs, especially in wastewater, collections, and distribution. The Board agreed to include these levels in a database for better tracking and networking.

The per diem form was also modified and confirmed the new rates. The current policy aligns with New Mexico's guidelines for consistency. Lodging at \$180, mileage at \$0.70 cents a mile and \$70 for meals.

The general evaluation form from the Annual Conference was presented to the Board for review.

The new NMED policy was discussed, including taking a photo of the TC card before turning it in. Rose is to include the new information in the registrant's confirmation and notebooks.

FINANCIAL & BUDGET REPORT – Gene Salazar

(See attached) Gene Salazar presented the financial report. Gene asked to transfer \$30,000 from the checking account to the savings account. A motion was made by Craig Byers to transfer \$30,000 into the savings account. The motion was seconded by Deborah Carpenter; the motion carried.

SCHOOL & WORKSHOP COMMITTEE UPDATE – Javier Gutierrez

The committee is developing a workbook that details each school's structure, including contact information, registration, funding, and membership. It also aims to provide consistent training through workshops and courses, regardless of instructor changes.

POLICIES & PROCEDURE COMMITTEE UPDATE – Terry Mount

The discussion revolves around the need to clarify the roles of the finance committee and a proposed policies and procedures committee within an organization. There is a proposal to rename the finance committee to focus specifically on financial matters, while establishing a separate policies and procedures committee that would review governance documents, including policies, procedures, the constitution, and bylaws. These updates are to be alternated between both committees at the Board meetings.

A motion was made by Deborah Carpenter to rename the "Finance Committee" to "Policies and Procedures Committee" and to keep both as separate committees. The motion was seconded by Craig Byers, and it carried.

SECTION PRESIDENTS REPORT

CT: (Craig Byers) As of March 2nd, the total balance is \$7,834.85, \$22.03 in income and has no expenses. A meeting is scheduled for the 17th at New Mexico 811, which will include training and food provided by JCH.

(No other section President's report present)

NMED REPORT – Brian Bennon

The NMED utility operator certification program is receiving a two-year budget, providing stability for ongoing projects and training. A key update is the reformatting of the needs-to-know criteria for the 22 certification types into individual guidebooks, with 17 already drafted and set to be available on the website within two weeks. Final binders of the drafts can be prepared upon request, and the new criteria will align with current exams based on individual mastery reports. An example of the topic content areas and the number of questions on the exams was presented.

A pilot project is being launched to offer free, comprehensive training courses for first-time entry-level individuals, covering topics like water distribution and wastewater treatment. Each course consists of at least 48 hours of instruction, combining in-person and live online sessions, with a class size limit of 40 students. Advertising has primarily been through email, and details about the courses will soon be available on the website. This initiative aims to provide in-depth training without replacing existing programs while also working towards modernizing the UOCP program and transitioning to national standardized exams.

There will be separate certifications for water treatment and distribution, and wastewater collection and treatment, each with Levels 1 through 4. Standardized curriculum for operators and sample technicians; refreshed exams with a grandfathering process for current operators. Develop plans for training providers and facility classifications to comply with new certifications.

Transition from the research and development phase to engaging the public, it will be important to hold sessions with school operators for brainstorming and discussing details. NMED staff will be available at the NMWWA Schools.

DACC – No Report

OTHER BUSINESS – Alyssa Chavez

Alyssa brought up a possible collaboration with the New Mexico Department of Higher Education and the Corrections Administrator to develop a water program for incarcerated individuals nearing release. The program aims to help participants earn their GED and pursue certifications, such as a water sample technician, which requires training credits but no prior experience. It will be implemented in eight correctional facilities with available instructors and is considered more cost-effective than other training programs. A special meeting is requested with the Corrections Administrator and Amber Gallup from the Higher Education Department to discuss funding requirements, including membership fees and other costs, noting that training must be in-person.

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The Board is dedicated to supporting inmates transitioning back into society, and a special meeting will be arranged to explore pathways for high school students and inmates through the Operator in Training (OIT) program. Brian noted that the UOCP utility operator certification program from the New Mexico Environment Department is interested in participating. There are also inquiries regarding exam exceptions for inmates, which will be addressed. The DACC program is working with the New Mexico Correctional Department, particularly the HVAC program at Otero County prison. Future meetings will be coordinated via email, with Alyssa contacting participants.

The NM Water and Wastewater Association's Executive Board meetings are tentatively scheduled for June 5, August 14, and November 13, 2026.

A motion was made by Gene Salazar to adjourn the NMWWA Executive Board meeting at 1:48 pm, motion was seconded by Craig Byers; motion carried.