



New Mexico Rural Water Association  
Executive Committee Meeting Minutes  
NMRWA Offices, Albuquerque, NM  
February 22, 2008

Committee Members Present:

Clarence Aragon, President  
Ivan Roper, Vice-President  
Ray Leverich, Secretary / Treasurer  
Jim Dunlap, National Director (by phone)  
Keith Lee, Past President  
John L. Jones, Legislative Chair  
Patrick Banegas, Director  
Debra L. Ingle, Director

Committee Members Absent:

None

Guests Present:

Matthew Holmes, Executive Director

**I. Call to Order**

President Clarence Aragon called the meeting to order at 10:11 am.

**II. Pledge of Allegiance**

John L. Jones led the group in the Pledge of Allegiance.

**III. Approval of Agenda**

John L. Jones moved to approve the agenda  
Pat Banegas seconded the motion  
Motion carried unanimously

**IV. Approval of Minutes – November 30, 2007**

Keith Lee moved to approve the minutes as submitted  
John L. Jones seconded the motion  
Motion carried unanimously

**V. Executive Director's Report**

Matthew Holmes, Executive Director reported on the following items:

- CCR Compliance Assistance Project
- Database / Membership Update
- NRWA Committees and Meetings
- Presentation of Arkansas Insurance Program *Aquasure*
- Public Relations Initiatives
- 30<sup>th</sup> Annual Conference

The Committee directed Mr. Holmes to research more information on the company that provides the *Aquasure* program in Arkansas.



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Ivan Roper moved to approve the Executive Director to enter into a contract with David Griffin to produce educational radio programs not to exceed \$10,000  
Ray Leverich seconded the motion  
Motion carried unanimously

**VI. Approval of Staff Bonus Recommendations**

Keith Lee moved to approve a \$300 incentive bonus for the staff member who completed the most CCRs for 2008, and a \$300 bonus for Mario Gonzales  
Debra Ingle seconded the motion  
Motion carried unanimously

The Committee directed Mr. Holmes to develop and present a bonus incentive plan for membership recruitment for staff members.

**VII. Presentation and Approval of the NMRWA 2008 Budget**

Matthew Holmes, Executive Director presented the proposed 2008 budget for approval.

Ivan Roper moved to approve the 2008 budget with two changes: increasing the item *Income Excess of Contracts* to \$25,000 and increasing the item *Annual Audit & Taxes* to \$15,200

Ray Leverich seconded the motion  
Motion carried unanimously

**VIII. Approval of Auditor's Engagement Letter for 2008**

Ivan Roper moved to accept the Auditor's engagement letter for 2008  
Pat Banegas seconded the motion  
Motion carried unanimously

**IX. Board of Director's Agenda, Meeting Schedule and Structure**

President Clarence Aragon asked Committee to consider and discuss ideas to make an already good organization even better. Items discussed were:

- Holding the Executive Committee meetings in different regions in coordination with trainings and inviting regional Board Members
- Eliminating the Summer Board of Director's meeting (Mini-Conference)
- Holding an additional meeting for the Board of Directors (three per year)
- Reviewing the structure of the Board of Directors and possible changes to the Association Bylaws



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President Clarence Aragon asked Committee member to continue refining ideas for presentation to the Board of Director's meeting at the Annual Conference.

**X. National Director's Report**

Jim Dunlap, National Director reported on the following items:

- NRWA Annual Conference plans to partner with the National Equipment Manufacturer's Association Conference
- NRWA Fly-In success
- AWWA has a new Executive Director – Gary Zimmerman
- FACA monitoring protocol for small systems
- Congressman Dicks directed USEPA to meeting with NRWA over funding
- State Fair booth availability for NMRWA

The Committee agreed to send Jim Dunlap, Matthew Holmes and the NM Water Taste Test winner to Washington, D.C. for the NRWA Water Rally this year.

**XI. Legislative and Regulatory Issues**

Matthew Holmes, Executive Director reported on the following items:

- Sanitary Projects Act – Board Training Rule
- Minimum Number of Certified Operators Regulation
- Certification Pass / Fail Rates

The deadline to submit written comments for the Minimum Number of Certified Operators Regulation to the WQCC is February 29<sup>th</sup>.

John L. Jones, Legislative Chair reported on water legislation enacted by the New Mexico Legislature.

President Clarence Aragon discussed coordinating efforts regarding the Water Trust Board for next year's legislative session.

**XII. Committee Business**

President Clarence Aragon asked the Committee Chairs to evaluate the intent, functionality and effectiveness of their committees and make recommendations for any necessary changes for the next meeting.

Matthew Holmes, Executive Director reported that the Awards nominations were ready to be sent to the Awards Committee for review and recommendations.



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Debra Ingle asked that the Building Committee meet at the Annual Conference to discuss and determine next steps for funding.

John L. Jones reported that the PAC committee had \$4,000 in the bank, and had received about \$500 so far in contributions from system members.

**XIII. New Business**

Debra Ingle discussed nitrogen and phosphate limits impacting Ruidoso and Ruidoso Downs wastewater treatment plant. President Clarence Aragon discussed impacts to his own community wastewater system in Mora. The Committee discussed the matter and will place this item on their next agenda.

**XIV. Adjourn**

Ivan Roper moved to adjourn the meeting  
Pat Banegas seconded the motion  
Motion carried unanimously

The meeting was adjourned at 1:03 pm.

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Clarence Aragon, President

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Ray Leverich, Secretary / Treasurer



New Mexico Rural Water Association  
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Friday, February 22, 2008, 10:00 am  
*NMRWA Office, Albuquerque, NM*

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## AGENDA

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Approval of Minutes – November 30, 2007
- V. Executive Director’s Report – Matthew Holmes
  - ◆ CCR Compliance Project
  - ◆ Database / Membership Update
  - ◆ NRWA Committees / Meetings
  - ◆ Presentation of Arkansas Insurance Program *Aquasure*
  - ◆ Public Relations Initiatives
  - ◆ 30<sup>th</sup> Annual Conference
- VI. Approval of Staff Bonus Recommendations
- VII. Presentation and Approval of NMRWA 2008 Budget
- VIII. Approval of Auditor’s Engagement Letter for 2008
- IX. Board of Directors Agenda, Meeting Schedule and Structure
- X. National Director’s Report
  - ◆ NRWA Fly-In & Water Rally
- XI. Legislative & Regulatory Issues
  - ◆ Sanitary Projects Act – Board Training Rule
  - ◆ Minimum Number of Certified Operators Regulation
  - ◆ Certification Pass / Fail Rates
- XII. Committee Business
  - ◆ Standing Committee Reports
- XIII. New Business
- XIV. Adjourn