

Polvadera Mutual Domestic Water Consumers Association  
Regular Monthly Meeting  
January 14<sup>th</sup>, 2026

1. Call Meeting to Order:
2. Members Present:
3. Approval of Agenda:
4. Review and Approval of Minutes December 10<sup>th</sup> 2025, Meeting:
5. New Business:
  - a. Open Forum:
    - i. Gwen Valentino
    - ii. Final 2026 Budget Resolution, review, vote and sign (Pending Receipt of final budget)
    - iii. Open Meetings Act Resolution
  - b. New Memberships: 2 Accounts pending payment. Manuel Vasquez and Desiree Bustamante.
  - c. Membership Transfer: none.
  - d. Systems Operator Report:
    - i. Jacob Finch -
    - ii. Robert Jaramillo, Jr. -

A. Office Manager's Report:

Banks Accounts: Nusenda: Checking:

Savings:

T3 Share Credit:

- i. Final Budget resolution signatures needed.
- ii. Present detailed information on all non-voucher payments
- iii. Present detailed information for automatic withdrawal bills
- iv. Adjustments/Exceptional Usage of 35000+ gallons
- v. From ENV regarding Capital outlay "The Grantee shall submit the following to the Department in pursuit of prior approval: purchasing policies and procedures, CFO certification, documentation of management and program approval, policies and procedures governing purchasing and contracting, a copy of the current procurement and contracting policies, and documentation regarding informing staff responsible for purchasing and contracting on such policies and procedures. "" Provide policies and procedures on who is responsible for and how annual budgets (expenditures and revenue) are established, monitored and adjusted. Provide a corrective action plan on how budget issues identified in your audit will be/have been addressed. Also include documentation on how staff responsible for budgeting is informed on budget policies and procedures."
- vi. Working through accounts to verify that we have accurate hardware information. **Ongoing**
- vii. 2 New meter requests pending payment.
- viii. Discuss Nexbillpay demo/quote results.
- ix. Waiting on 4<sup>th</sup> quarter from Lora, to submit to DFA
- x. Newspaper advertisement for Annual Meeting submitted to el Defensor Chieftain for 3 weeks running.
- xi. Posted notifications across town for our annual meeting.
- xii. Update board on term limits for upcoming annual meeting, where and what they are for each member.
- xiii. Discuss Lucy Griego's account, regarding meter that keeps flowing even when shut off. Active work order.

e. Report on past due accounts 90 days or more

f. Board Member Report:

g. Executive session

h. Approval of Bills:

2. Old Business:

3. Schedule for Next Month's Meeting: Wednesday February 11<sup>th</sup>, 2026.

4. Adjournment