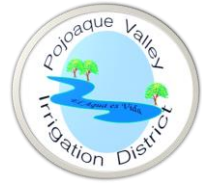




Pojoaque Valley Irrigation District
9 Cities of Gold Road
Santa Fe, New Mexico 87506
(505) 455-2693
Email: kathym@pvidnm.org
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Notice

The Pojoaque Valley Irrigation District (PVID) will conduct its regular Quarterly Meeting on Tuesday, January 16, 2023 at 6:00 PM MDT via Zoom. The Meeting agenda and attachments will be available 72 hours prior to the meeting on our website www.pvidnm.org. Zoom login information may be found below.

Aviso

Distrito de Riego del Valle de Pojoaque (PVID)
16 de enero de 2023 Reunión Ordinaria Trimestral
6:00 p. m. a 8:30 p. m.
Vía zoom

Agenda disponible en el sitio web PVIDNM.ORG 72 horas antes

Join Zoom Meeting

<https://zoom.us/j/97497405193?pwd=RmtDRU9oL1JBQ3FTbEUwMEs4Ymw5QT09>

Meeting ID: 974 9740 5193

Passcode: 604371

One tap mobile

+17193594580,,97497405193#,,,,*604371#US

+12532050468,,97497405193#,,,,*604371#US

Dial by your location

• +1 719 359 4580 US

Meeting ID: 974 9740 5193

Passcode: 604371



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Pojoaque Valley Irrigation District (PVID)

January 16, 2024 Regular Quarterly Meeting

6:00PM to 8:30PM

Via Zoom

Agenda

- 1. Call To Order:** Chairman Dave Neal:
- 2. Recognition of Quorum:**
- 3. Approval of the Agenda:**
 - a. Motion To Approve – , SECOND – . DISCUSSION - , VOTE**
- 4. Appointment of District 3 Director:** Chairman Dave Neal
 - a. Discussion:**
 - i. Attachment – PVID Appointment of New Director
 - b. Motion To Approve – , SECOND – . DISCUSSION - , VOTE**
 - c. Acknowledgement of Meade Martin**
- 5. Disposition of Previous Minutes:**
 - a. Minutes of the October 3, 2023 Quarterly Meeting (Attachment)**
 - b. Minutes of November 28, 2023 Special Meeting (Attachment)**
 - c. Motion To Approve – , SECOND – , . DISCUSSION – , VOTE –**
- 6. Chairman's Report – Dave Neal:**
 - a. Pueblo/BIA Payments:**
- 7. Treasurer/Secretary Report – Rob Heineman:**
 - a. PVID Operating Expenses**
 - i. Attachment – July 2023 through January 2024 Reviewed PL/Budget
 - b. 2023-2024 Projected Cash Flow**
 - i. Attachment - July 2023 through January 2024 Reviewed PL/Cash Flow
- 8. District Manager/Dam Tender's Report – Ralph Manzanares:**
 - a. Operations:**
 - i. Results of Bathymetric Survey (Rob)
 - ii. Vegetation mitigation
 - iii. Weather Station
 - iv. Nambe Dam Repairs 2023



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- b. Funding
 - i. BOR report on possible BIA funding for dredging
- c. Irrigators Meeting – Monday, April 1

9. Old Business:

- a. PVRAA – discussions to turn over acequia scheduling operations:
- b. BOR Discussions:
- c. Irrigation season recap and adjustments
- d. 2024 Irrigation Season – Mayordomos Meeting

10. New Business:

- a. Draft Rules and Regulations – Dave Neal
- b. Accounts Receivable Collection Policy – Rob Heineman Treasurer
 - i. Presentation of Collection Policy
 - ii. Presentation of Draft Past Due Letter
 - iii. **Possible Motion To Approve – , SECOND – . DISCUSSION - ,VOTE**
- c. Open Meetings Act Resolution 2024 – Chairman Dave Neal
 - i. Discussion
 - ii. **Possible Motion To Approve – , SECOND – . DISCUSSION - ,VOTE**

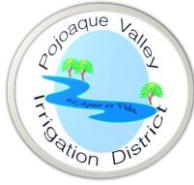
11. Public Comment:

- a. Tribal Government
 - i. Pueblo of Nambe –
 - ii. Pueblo of Pojoaque –
 - iii. Pueblo of San Ildefonso –
 - iv. BIA -
- b. Individual Acequias -
- c. BOR –
- d. OSE –
- e. PVRAA -

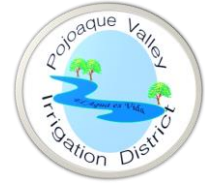
12. Adjournment:

- a. **MOTION TO APPROVE: – , SECOND – .**

13. Approval: these minutes were approved by a motion of the Board of Directors at a meeting held on _____.



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Appointment of New Director

WHEREAS the Santa Fe County Commission on May 4, 1970 duly organized the Pojoaque Valley Irrigation District (PVID) under the provisions of NMSA 75-23 which has been superseded by NMSA 73-10;

WHEREAS the PVID executed a contract with the US Department of Interior, Bureau of Reclamation on October 30, 1972 for the care, operation, and maintenance of the Nambe Falls Dam and Reservoir;

WHEREAS the PVID's District 3 Director term expired this month (January 2024) and PVID was unable to organize and conduct a timely election for the District 3 Director in December 2023 according to NMSA 73-10;

WHEREAS PVID Director Meade P. Martin has agreed in the absence of an election to step down as District 3 and to serve as an advisor/observer to the Board as a non-voting director;

WHEREAS NMSA 73-10-15 [Statement of results; certificates of election; vacancy in office of director.] states "In case of a vacancy in the board of directors, by death, removal or inability, ***from any cause***, to properly discharge the duties of such director, the vacancy shall be filled by appointment by the remaining members of the board ...";

WHEREAS the appointed District 3 Director shall hold this office until the next general election of said district to be conducted in December 2024.

NOW, THEREFORE, BE IT RESOLVED by the Board of remaining members that:

Curtis Thomson, Secretary of Acequia de Nueva, PVID's District 3, has been appointed to fulfill the term of Meade P. Martin, current District 3 Director until the PVID's next general election in December 2024.

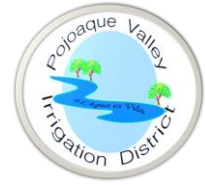
Passed by the PVID Board of Directors this 16th day of January, 2024.

(Signature)
David A. Neal
Chairman,
Pojoaque Valley Irrigation District

(Signature)
Rob Heineman
Secretary/Treasurer,
Pojoaque Valley Irrigation District



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Pojoaque Valley Irrigation District (PVID)

October 3, 2023 Regular Quarterly Meeting

6:00PM to 8:30PM

Pojoaque Valley School District Administration Board

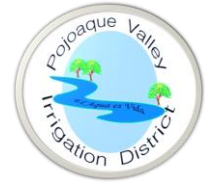
Room, 1525 NM-502

Minutes

1. **Call To Order:** Chairman Dave Neal: The meeting was called to order at 6:03PM
2. **Recognition of Quorum:** Present were board members Dave Neal, Meade Martin and Rob Heineman. Others Present: Anthony Garcia, Scott DeMuth, James & Barrie Coleman, Kimber Heineman, Tomas Stockton, Carla McCutchen, Chris Shehan.
3. **Approval of the Agenda:**
 - a. **Motion To Approve – , SECOND – . DISCUSSION - , VOTE**
4. **Disposition of Previous Minutes:**
 - a. Minutes of the July 20, 2023 Special Meeting
 - b. **Motion To Approve – Meade, SECOND – Rob, . DISCUSSION – Minutes changed to note, VOTE – Motion Carried.**
5. **Chairman's Report – Dave Neal:**
 - a. Pueblo/BIA Payments: We still have not received payment from the Pueblos/BIA for the 2022-2023 fiscal year. We have sent demand letters to the Pueblos, and we received a response stating they want to have a meeting. Both the Pueblos and BIA have said in a meeting with the BOR that they have no money and will not pay the bill. We are going back to the BOR to negotiate an alternative. Meade asked how the non-payment affects our annual audit. Rob stated that if the revenue is not received and not booked, the audit would not be affected. Discussion ensued about the history of BIA payments and possible solutions.
 - b. Reservoir Dredging: A brief discussion regarding the sediment issue and possible financial avenues available.
 - c. Dave introduced Tomas Stockton, the watermaster for the OSE.
6. **Treasurer/Secretary Report – Rob Heineman:**
 - a. PVID Operating expenses – July through September 2023 – Rob presented the Q1 P&L Statement. Items of note: the district is still in arrears two payments to the BOR.



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7. District Manager/Dam Tender's Report – Ralph Manzanares:

a. Operations:

- i. Report on outstanding ASI's - Fencing and steps have been completed
- ii. Vegetation mitigation – the district purchased a pole saw to cut the rabbit brush.
- iii. Weather Station Weather station foundation has been installed, we are waiting on the instrumentation. The station was provided by NMSU under a \$90,000 grant at no cost to the district. Ralph explained the operation of the new system.
- iv. Funding – open requests discussed.
- v. BOR report on possible BIA funding for dredging

8. Old Business:

- a. Draft Rules and Regulations – Dave advised that we will need to rewrite contracts prior to rules and regs draft. This item will fall off old business until further notice.
- b. Accounts Receivable Collection Policy: Rob made a **motion "To obtain quotes from 2 attorneys to research and draft a delinquent receivables policy that is in compliance with State Law"**. **Motion To Approve** – Meade, **SECOND** – Dave. **DISCUSSION** - Above, **VOTE – Passed**. Dave states that we need to research the possibility of retaining legal counsel again to chase open receivables. The costs would most likely be covered by a special assessment.

9. New Business:

- a. A group discussion ensued concerning the viability of the dam and the actual value received by storing water.

10. Public Comment:

- a. No additional comments were received.

11. Adjournment: 7:33PM

- a. **MOTION TO APPROVE:** – Rob, **SECOND** – Meade.

12. Approval: these minutes were approved by a motion of the Board of Directors at a meeting held on _____.



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Pojoaque Valley Irrigation District (PVID)

November 28, 2023 Special Meeting

6:30PM to 8:30PM

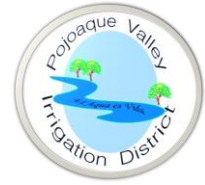
Via Zoom

Minutes

1. **Call To Order:** Chairman Dave Neal called the meeting to order at 6:30 PM MDT
2. **Recognition of Quorum:** Present at the meeting: Dave Neal, Rob Heineman. Meade Martin joined the meeting at 6:38PM. Others present included Ralph Manzanares, Cary Bickley, Scott DeMuth, Robert Grieg, Christian Gossein, Greg Swift, Kimber Heineman, Tommy Walter Grant, David Ortiz, Michael Lujan, Francesca Davies, Tomas Stockton, Jeff Montoya, Chris Shehan, Curtis Thompson, Josiah Candelaria, Harry Montoya, Bob Johnson, Anthony Garcia, Ray Sandoval.
3. **Approval of the Agenda:**
 - a. **Motion To Approve** –Rob, **SECOND** –Dave. **DISCUSSION** - None, **VOTE** - MOTION CARRIED .
4. **Disposition of Previous Minutes:**
 - a. Minutes of the October 3, 2023 Special Meeting will be approved at the next Regular Quarterly Meeting in January 2024.
5. **New Business:**
 - a. Engagement of new attorney: Ralph reported that the district has selected a new business attorney to help with compliance, accounts receivable collections and contractual negotiations. Rob made a motion and then amended the motion as follows, **MOTION- Heineman:** "To enter into an engagement letter with Y. Jun Roh of the Rimon Law Firm to advise the district on operating procedures and contract negotiations. Payments to the attorney will be via reallocation of available funds in the budget or special assessment if necessary. **Motion To Approve** – Meade, **SECOND** – Dave, **DISCUSSION** – Several questions were posed:
 - i. Q. Who is going to enforce restricting water use by delinquent parcientes?, R. PVID, through written correspondence to WR holders and acequia mayordomos per state statutes. Acequias would enforce



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on their specific ditch and possibly OSE if determined WR holders are stealing water. Tomas Stockton from the OSE stated that they were not in the business of enforcing water rights against non-payment but rather, their enforcement guidelines are limited to over-diversion and when a party is taking water but does not have a water right.

- ii. Q. Are there other issues requiring use of attorney? A. Yes, Operation of the district, open meetings act, elections, bylaws, contract modifications,

- iii. **VOTE – Motion Carried.**

- b. Advertisement of Dam Tender position: Ralph advised that the ad has been placed in the paper for over a week and we have had no applications other than Antonio's, the current dam tender. He will advise results at the January meeting.
- c. PVRAA – discussions to turn over acequia scheduling operations: Informational only. PVID would like to begin discussions with PVRAA to take over the "river runner" duties currently being performed by PVID, which included monitoring the PVID-produced schedule and assuring all acequias are in conformity with the schedule. Anthony Garcia, President of PVRAA will look into a meeting with PVID the end of January. Public Comment: David Ortiz expressed his concern regarding the transfer of river runner responsibilities to the PVRAA.

6. Public Comment:

- a. Tribal Government
 - i. Pueblo of Nambe – Mike Lujan, No comment
 - ii. Pueblo of Pojoaque – Jeff Montoya, noting to report
 - iii. Pueblo of San Ildefonso – Josiah Candelaria, nothing to report
 - iv. BIA – Not present
- b. Individual Acequias – David Ortiz: Prior to PVID, the acequias got together and elected a president to resolve issues between acequias. Since the establishment of PVID, we have looked to PVID to equitably distribute the water. To delegate that responsibility to others would not be in the best interest of the valley.
- c. BOR – Not present
- d. OSE - Tomas Stockton – no comment

7. Adjournment:

- a. **MOTION TO APPROVE:** – Rob, **SECOND** – Meade.

POJOAQUE VALLEY IRRIGATION DISTRICT
Profit & Loss Budget vs. Actual
July through December 2023

	<u>Jul - Dec 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
4110 · Assessments - Non-Pueblo	88,905.12	114,670.77	-25,765.65	77.53%
4115 · Assessments - Pueblo	0.00	28,943.02	-28,943.02	0.0%
4130 · BOR F&W Reimbursement	24,612.00	24,612.00	0.00	100.0%
4150 · Penalties	1,508.31			
4300 · BOR Dam Repayment	1,414.50	1,691.26	-276.76	83.64%
4440 · Interest Income	6.04			
Total Income	<u>116,445.97</u>	<u>169,917.05</u>	<u>-53,471.08</u>	<u>68.53%</u>
Cost of Goods Sold				
5090 · O & M SJC	8,617.94	15,390.93	-6,772.99	55.99%
5091 · O & M Nambe Dam	11,473.75	23,273.75	-11,800.00	49.3%
5100 · Salaries - Dam Tender	8,557.50	10,270.00	-1,712.50	83.33%
5150 · BOR Dam Repayment CGS	1,707.00	1,707.00	0.00	100.0%
5160 · Utilities- Dam	859.11	1,837.50	-978.39	46.75%
5170 · Communications - Dam Tender	264.15	312.00	-47.85	84.66%
5320 · Mileage Expense - Dam Tender	630.00	1,354.90	-724.90	46.5%
s · Supplies and Repairs - Dam	323.96	2,500.00	-2,176.04	12.96%
Total COGS	<u>32,433.41</u>	<u>56,646.08</u>	<u>-24,212.67</u>	<u>57.26%</u>
Gross Profit	<u>84,012.56</u>	<u>113,270.97</u>	<u>-29,258.41</u>	<u>74.17%</u>
Expense				
6000 · Salaries - Administrative	37,006.50	37,252.98	-246.48	99.34%
6050 · Payroll Taxes	3,518.10	3,920.64	-402.54	89.73%
6080 · Office Supplies	1,256.39	1,454.55	-198.16	86.38%
6560 · Payroll Expenses	0.00			
66900 · Reconciliation Discrepancies	-0.03			
7005 · Bank Charges	14.40	49.98	-35.58	28.81%
7010 · Postage	660.00	1,000.00	-340.00	66.0%
7015 · Cayan Credit Card Fees	1,713.71	3,963.14	-2,249.43	43.24%
7020 · Audit	0.00	5,502.00	-5,502.00	0.0%
7030 · Utilities - Office	672.44	610.00	62.44	110.24%
7031 · Communications - Office	1,547.06	1,200.00	347.06	128.92%
7035 · Software license expense	449.21	1,105.02	-655.81	40.65%
7040 · Janitorial	150.00	50.00	100.00	300.0%
7070 · Legal	529.52	0.00	529.52	100.0%
7080 · Maintenance -Office	0.00	500.00	-500.00	0.0%
7120 · Election	0.00	1,000.00	-1,000.00	0.0%
7150 · Director Bonds	0.00	0.00	0.00	0.0%
7160 · D & O policy	0.00	0.00	0.00	0.0%
7250 · Travel Expense	0.00	250.00	-250.00	0.0%
7310 · Meeting Expense	70.26	250.02	-179.76	28.1%
7380 · Office Equipment	0.00	1,000.00	-1,000.00	0.0%
7395 · Workers Comp Insurance	457.00	1,249.98	-792.98	36.56%
7410 · Consulting Services	0.00	499.98	-499.98	0.0%
Total Expense	<u>48,044.56</u>	<u>60,858.29</u>	<u>-12,813.73</u>	<u>78.95%</u>
Net Ordinary Income	<u>35,968.00</u>	<u>52,412.68</u>	<u>-16,444.68</u>	<u>68.63%</u>
Other Income/Expense				
Other Expense				
7260 · Advertisements	<u>277.57</u>			
Total Other Expense	<u>277.57</u>			
Net Other Income	<u>-277.57</u>	<u>0.00</u>	<u>-277.57</u>	<u>100.0%</u>
Net Income	<u><u>35,690.43</u></u>	<u><u>52,412.68</u></u>	<u><u>-16,722.25</u></u>	<u><u>68.1%</u></u>

Pojoaque Valley Irrigation District		Actual	Actual	Actual	Actual	Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget		
2023-2024 Cash Flow Projection		Budget	Jul 23	Aug 23	Sep 23	Oct 23	Nov 23	Dec 23	Jan 24	Feb 24	Mar 24	Apr 24	May 24	Jun 24	Remainder
Ordinary Income/Expense															
Income															
4110 · Assessments	115,737.33	411.04	8,133.14	45,320.72	25,387.05	6,630.03	3,023.14	0.00	0.00	2,737.33	0.00	0.00	0.00	0.00	24,094.88
4115 · Pueblos 40% Obligation	57,886.03	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,471.51	0.00	14,471.51	0.00	0.00	0.00	28,943.01
4130 · BOR reimbursement	24,612.00	0.00	0.00	24,612.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4150 · Penalties	0.00	6.51	230.88	518.41	210.76	8.99	532.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-1,508.31
4300 · Dam repayment	1,707.00	9.56	108.96	729.92	399.15	100.88	66.03	0.00	0.00	40.37	0.00	0.00	0.00	0.00	252.13
4440 · Interest income	0.00	0.99	0.92	1.12	0.96	0.99	1.06	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6.04
Total Income	199,942.35	428.10	8,473.90	71,182.17	25,997.92	6,740.89	3,622.99	0.00	14,471.51	2,777.70	14,471.51	0.00	0.00	0.00	51,775.67
Cost of Goods Sold															0.00
5090 · O & M SJC	28,936.95	0.00	0.00	8,617.94	0.00	0.00	0.00	0.00	0.00	6,773.01	0.00	6,773.01	0.00	0.00	6,772.99
5091 · O & M Nambe Dam	46,873.75	0.00	0.00	11,473.75	0.00	0.00	0.00	0.00	0.00	11,800.00	0.00	11,800.00	0.00	0.00	11,800.00
5100 · Dam tender salary	24,780.23	1,500.00	1,852.50	1,980.00	1,290.00	915.00	1,020.00	750.00	1,097.14	1,973.09	3,540.00	3,610.00	3,540.00	3,540.00	1,712.50
5150 · Dam rpmt	1,707.00	1,707.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5160 · Utilities Nambe Dam	4,200.00	0.00	129.47	0.00	276.84	452.80	0.00	525.00	525.00	525.00	262.50	262.50	262.50	262.50	978.39
5170 · Dam communications	624.00	0.00	158.28	0.00	52.98	52.89	0.00	52.00	52.00	52.00	52.00	52.00	52.00	52.00	47.85
5320 · Dam mileage expense	3,269.20	120.00	165.00	150.00	150.00	0.00	45.00	98.95	144.74	260.30	467.02	476.26	467.02	467.02	724.90
5360 · Nambe Dam supplies & repairs	5,000.00	0.00	0.00	0.00	224.90	99.06	0.00	0.00	0.00	1,250.00	0.00	0.00	0.00	1,250.00	2,176.04
Total COGS	115,391.13	3,327.00	2,305.25	22,221.69	1,994.72	1,519.75	1,065.00	1,425.95	1,818.89	22,633.40	4,321.52	22,973.77	5,571.52	5,571.52	24,212.67
Gross Profit	84,551.22	-2,898.90	6,168.65	48,960.48	24,003.20	5,221.14	2,557.99	-1,425.95	12,652.62	-19,855.70	10,149.98	-22,973.77	-5,571.52	-5,571.52	27,563.00
Expense															0.00
6000 · Salaries	74,506.00	5,196.00	6,590.00	5,902.00	6,114.50	7,108.00	6,096.00	6,208.83	6,208.83	6,208.83	6,208.83	6,208.83	6,208.83	6,208.83	246.50
6050 · Federal payroll taxes	8,191.11	518.96	653.54	607.53	570.32	618.19	549.56	574.10	602.74	675.01	804.28	810.05	804.28	810.05	402.55
6080 · Office supplies	2,000.00	0.00	978.25	0.00	0.00	278.14	0.00	90.91	90.91	90.91	90.91	90.91	90.91	90.91	198.16
7005 · Bank service charge	100.00	0.00	0.00	0.00	14.40	0.00	0.00	8.33	8.33	8.33	8.33	8.33	8.33	8.33	35.60
7010 · Postage	1,000.00	0.00	660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	340.00
7015 · Cayan credit card fees	4,000.00	164.90	93.35	225.06	425.91	473.26	331.23	0.00	0.00	94.60	0.00	0.00	0.00	0.00	2,191.69
7020 · Audit	5,502.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,502.00
7030 · Office utilities	1,300.00	50.00	172.48	50.00	115.24	164.96	119.76	150.00	150.00	150.00	80.00	80.00	80.00	80.00	-62.44
7031 · Office phone/Internet	2,400.00	222.71	224.87	424.87	24.87	224.87	424.87	200.00	200.00	200.00	200.00	200.00	200.00	200.00	-347.06
7035 · Software Expense	\$2,210.00	\$0.00	\$289.00	\$0.00	\$0.00	\$160.21	\$0.00	\$184.17	\$184.17	\$184.17	\$184.17	\$184.17	\$184.17	\$184.17	\$655.79
7040 · Maintenance & janitorial	\$100.00	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$100.00
7070 · Legal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$529.52	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	-\$529.52
7080 · Building maintenance	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$500.00
7120 · Election	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
7150 · Director bonds	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7250 · Travel expense	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00	\$0.00	\$0.00	\$0.00	\$0.00	\$250.00
7300 · Training expense	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7310 · Meeting expense	\$500.00	\$0.00	\$27.23	\$0.00	\$0.00	\$43.03	\$0.00	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$41.67	\$179.74
7380 · Office equipment	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00
7395 · Workers comp insurance	\$2,500.00	\$77.00	\$76.00	\$76.00	\$76.00	\$76.00	\$76.00	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$208.33	\$793.00
7410 · Consulting Services	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$83.33	\$500.00
Total Expense	\$108,809.11	\$6,379.57	\$9,764.72	\$7,285.46	\$7,341.24	\$9,146.66	\$8,126.94	\$7,799.68	\$7,778.32	\$8,445.19	\$7,909.85	\$7,915.63	\$8,159.85	\$8,159.85	\$12,756.00
Net Ordinary Income	-\$24,257.89	-\$9,278.47	-\$3,596.07	\$41,675.02	\$16,661.96	-\$3,925.52	-\$5,568.95	-\$9,225.63	\$4,874.30	-\$28,300.89	\$2,240.13	-\$30,889.40	-\$13,731.38	-\$13,731.38	\$14,807.00
Net Income	-\$24,257.89	-\$9,278.47	-\$3,596.07	\$41,675.02	\$16,661.96	-\$3,925.52	-\$5,568.95	-\$9,225.63	\$4,874.30	-\$28,300.89	\$2,240.13	-\$30,889.40	-\$13,731.38	-\$13,731.38	\$14,807.00

Bank Reconciliation:															
Starting Checking:	\$28,525.03	\$21,346.44	\$19,334.89	\$80,358.26	\$77,363.29	\$71,437.98	\$67,273.88	\$58,048.25	\$62,922.56	\$34,621.67	\$36,861.79	\$5,972.40			
Ending Checking:	\$19,246.56	\$17,750.37	\$61,009.91	\$97,020.22	\$73,437.77	\$65,869.03	\$58,048.25	\$62,922.56	\$34,621.67	\$36,861.79	\$5,972.40	-\$7,758.98			
Adjusted Ending Checking:	\$21,346.44	\$19,334.89	\$80,358.26	\$77,363.29	\$71,437.98	\$67,273.88									
Starting Savings:	\$24,196.47	\$24,197.46	\$24,198.38	\$24,199.50	\$24,200.46	\$24,201.45	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51		
Ending Savings:	\$24,197.46	\$24,198.38	\$24,199.50	\$24,200.46	\$24,201.45	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51	\$24,202.51		
Adjusted Ending Savings:															
Total Availabe Cash:	\$43,444.02	\$41,948.75	\$85,209.41	\$121,220.68	\$97,639.22	\$90,071.54	\$82,250.76	\$87,125.07	\$58,824.18	\$61,064.30	\$30,174.91	\$16,443.53			

PVID Policy for Adoption for the Collection of Outstanding Receivables - 2024

January 16, 2024

The PVID Board of Directors, at a duly held special meeting on November 28, 2023, engaged the services of the Rimón Law Firm to outline and execute a collection effort to recover past due assessments from all irrigators owning property within the district, and the Pueblos of Nambe, Pojoaque and San Ildefonso per the 60/40% cost share agreement between PVID and the Pueblos pursuant to the Aamodt Settlement and Decree.

State Law is very specific regarding the collection of past due monies. All properties within the boundaries of the district are subject to assessment, however, Aamodt excludes pueblo lands held in trust as they are subject to an alternative cost sharing agreement with the District based on a 60/40% split, Non-Pueblo/Pueblo.

All other properties appearing in the County Assessors records within the bounds of the District are either subject to assessment or may request an exemption to assessment per NMSA Section 73-11-29 C.

The District has historically not assessed properties that do not have a surface water right appurtenant.

The Board recognizes its duty to pursue delinquent accounts so that an equitable distribution of district expenses is imposed on all surface water right holders in the Nambe/Pojoaque Stream System.

Therefore, the following Collections Policy is offered to the Board for review and adoption:

1. The Board will appoint an Assessor-Collector [NMSA Section 73-13-28], who will furnish a bond, payable to PVID in the sum of \$20,000. Bond premium to be paid by the District. Duties will include:
 - a. Examination of the current OSE surface water rights database and categorize each water right as follows:
 - i. Pueblo Trust lands outlined in the Aamodt Settlement Agreement that are already subject to the 60/40% cost sharing contract and therefore, not subject to PVID assessment.
 - ii. OSE surface water rights owners who are currently registered with PVID, are currently being assessed by PVID, and do not have a delinquent assessment more than one year old.
 - iii. OSE surface water right holders who are currently registered with PVID, are currently being assessed by PVID, and are delinquent in paying assessments more than one year old.
 - iv. OSE surface water right holders who are currently not registered with PVID and subject to assessment.

2. The Assessor-Collector shall cause the following actions to be taken against all delinquent accounts:

a. Delinquent payments under the CONTRACT FOR THE ALLOCATION OF CARE, OPERATION AND MAINTENANCE COSTS OF THE POJOAQUE TRIBUTARY UNIT AND FOR THE ALLOCATION OF WATER, DATED NOVEMBER 2, 1972 BETWEEN THE POJOAQUE VALLEY IRRIGATION DISTRICT AND THE PUEBLOS OF NAMBE, POJOAQUE AND SAN ILDEFONSO:

- i. Research past PVID budgets and Pueblo/BIA payments back to the year 2000. Prepare a spreadsheet using the template PVID/Pueblo Budget-Billing-Receipts Journal. The Board will review the data and make a determination of the amounts outstanding.
- ii. The Office Manager will prepare or amend statements of accounts in accordance with Board directions.
- iii. The attorney will prepare a response to the Pueblos' letters of September 2023 requesting a meeting with the parties to the above contract and include a current statement of delinquent payments, including applicable interest of 0.5% per month.
- iv. The meeting will be held via Zoom in the month of February 2024,
- v. Next steps including any legal action will be determined by the PVID attorney in accordance with Federal Law.

b. OSE surface water right holders who are currently registered with PVID, are currently being assessed by PVID, and are delinquent in paying assessments more than one year old.

- i. Research all past due accounts and apply an interest rate of 0.5% per month, retroactive to **January 1, 2000**. The Board will review the data and make a determination of the amount outstanding.
- ii. The Office Manager will prepare or amend statements of accounts in accordance with Board directions.
- iii. The Board will review the statement data and make a determination of the amount outstanding.
- iv. Reviewed statements shall be sent out certified mail with a cover letter – PVID Past Due Notification (See Draft).
- v. Collect and deposit past due assessments received.
- vi. Provide receipts to water rights holders for all collections
- vii. Schedule exemption requests for review by Board of Directors.
- viii. Execute letters extending monthly repayment as requested and appropriate.

c. OSE surface water right holders who are currently not registered with PVID and subject to assessment.

- i. Send a list of water rights holders not currently on file to each acequia requesting verification and status of property, whether they irrigate, if they are in good standing with the acequia, and how long they have been participating in water deliveries from the Acequia.
 - ii. For those water rights owners who are in good standing with their acequia and have been utilizing irrigation water, prepare and send out statements of account for collection retroactive to a date established by the Acequia..
 - iii. For those water rights owners who are not in good standing with their respective acequias and/or do not take irrigation water, a letter will be sent advising them to contact the office to sort out the issue. They may apply for an exemption if they meet the requirements of State Law. Unresponsive water rights holders will be served by the Attorney and appropriate legal action to address these issues will ensue.
3. Options for water rights owners to retire delinquent amounts due:
- a. The Board of Directors is bound by State Law to recover outstanding amounts from properties within the District and may utilize legal procedures as set forth under the statutes, including the condemnation and sale of property found to be delinquent. To avoid such legal consequences, the board is offering a one-time substantial discount to those who wish to get current on their assessments and is also offering a repayment plan over time to help out those who would be financially strained by the requirement of a lump-sum payment subject to the approval from the PVID.
4. Accordingly, the Board of Directors approves the following discount policy:
- a. Payment in full within 15 days of receipt of this communication:
 - i. Deduct 25% of the total statement amount when remitting by cash or check.
 - ii. Deduct 22% if paying by credit card.
 - b. Payment in full within 30 days of receipt of this communication:
 - i. Deduct 15% of the total statement amount when remitting by cash or check.
 - ii. Deduct 12% if paying by credit card.
 - c. Payment in full within 60 days of receipt of this communication:
 - i. Deduct 10% of the total statement amount when remitting by cash or check.
 - ii. Deduct 7% if paying by credit card.
 - d. Delinquent Statements greater than \$500.00:
 - i. The District may set up a payment plan with the delinquent account as follows:
 1. Owing \$500-\$1200: Twelve equal monthly payments.
 2. Owing \$1201-\$2400: Twenty-Four equal monthly payments.
 3. Owing more than \$2401: Thirty-Six equal monthly payments.

5. Properties with appurtenant Surface Water Rights may apply for an exemption from assessment in accordance with NMSA Section 73-11-29 C.:

- a. This exemption must be approved by the Board of Directors for “Lands that, in the opinion of the board of directors, are unfit for cultivation by irrigation on account of seepage, alkali or physical condition and location of the land, or other conditions, or lands to which the existing distributing system or its extensions cannot furnish water at such points of delivery as the board may consider reasonable, shall not be taxed.”
 - b. Exercising this option has consequences, including but not limited to possible loss of acequia diversion privileges, and possible Section 4 action by the Office of the State Engineer.
 - c. To exercise an exemption, please return this document to the PVID office with a request for exemption. You will be contacted by the District to survey the property and verify that the lands comply with the criteria for an exemption.
 - d. Per the statute, there is a hearing process that will take place to grant exceptions. Properties not arranging to pay delinquent assessments within 60 days of this notice shall be published in the Delinquent Tax List and the above referenced one time discount shall not be applied. The District will pursue legal means to retire the delinquent amounts including but not limited to tax sale of the property and/or pursuing civil action to recover assessment interest and costs allowed by NMSA sections 73-11-38 through 42, and 73-13-31 and 34.
6. This policy only applies to delinquent accounts with amounts owing prior to August 1, 2022.
 7. This policy will be amended annually to adjust for outstanding receivables.

Adopted by the Pojoaque Valley Irrigation District Board of Directors at a duly held Regular Meeting on January 16, 2024.

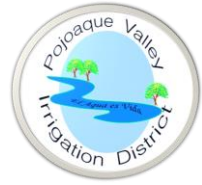
Dave Neal
Chairman

Meade Martin
Vice-Chairman

Rob Heineman
Secretary/Treasurer



Pojoaque Valley Irrigation District
9 Cities of Gold Road
Santa Fe, New Mexico 87506
(505) 455-2693
Email: kathym@pvidnm.org
"Water is Life"



Date:

To: Name
Address
City ST Zip

Certified Mail – Return Receipt Requested

Subject: Delinquent Assessment Notification of Past Due Amounts and Collection Proceedings

Dear Irrigator,

Our records indicate that the following surface water right is appurtenant to property you own:

Office of the State Engineer Record:

Owner(s): **Last, First, MI**
Water Right File No: **SD-xxxxx**
Subfile No: **#**
Acequia: **Cano**
Irrigable Acres: **2.1**

Santa Fe County Assessor Record:

Owner(s): **Last, First, MI**
Mailing Address: **Address**
City ST Zip
Account No: **12345678**
Property Description:
Book: **xxx**
Page: **xx**
Legal Description: **T19N R 8E S12 1.64AC TR-2**
Physical Address: **Address**
City ST Zip

Pursuant to NMSA 73-11-30: "...Any land which may have escaped assessment for any year or years shall, in addition to the assessment for the then current year, be assessed for such year or years with the same effect and with the same penalties as are provided for the current year, and any property delinquent for any year may be directly assessed during the current year for any expenses caused the district on account of such delinquency."

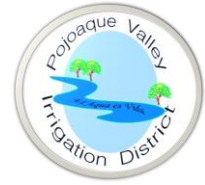
The Pojoaque Valley Irrigation District, in accordance with state law, may lien, publish delinquency notices, or otherwise cause the sale of subject property to relieve the indebtedness.

The Board of Directors, however, has approved a resolution allowing relief to valley residents who have incurred past-due assessments and interest charges, to wit:

"BE IT RESOLVED BY THE POJOAQUE VALLEY IRRIGATION DISTRICT that The Board recognizes its duty to pursue delinquent accounts so that an equitable distribution of district expenses is imposed on all surface water right holders in the Nambe/Pojoaque Stream System. THEREFORE, the District adopts the following repayment options for past due accounts:



Pojoaque Valley Irrigation District
9 Cities of Gold Road
Santa Fe, New Mexico 87506
(505) 455-2693
Email: kathym@pvidnm.org
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1. **Properties with appurtenant Surface Water Rights may apply for an exemption from assessment in accordance with NMSA Section 73-11-29 C.:**
 - a. This exemption must be approved by the Board of Directors for "Lands that, in the opinion of the board of directors, are unfit for cultivation by irrigation on account of seepage, alkali or physical condition and location of the land, or other conditions, or lands to which the existing distributing system or its extensions cannot furnish water at such points of delivery as the board may consider reasonable, shall not be taxed."
 - b. Exercising this option has consequences, including but not limited to loss of acequia diversion privileges, and possible Section 4 action by the Office of the State Engineer.
 - c. To exercise an exemption, please return this document to the PVID office with a request for exemption. You will be contacted by the District to survey the property and verify that the lands comply with the criteria for an exemption.
 - d. Per the statute, there is a hearing process that will take place to grant the exception.
2. **Properties with delinquent assessments and interest fees may settle the claim with the District by acting immediately:**
 - a. Payment in full within 15 days of receipt of this communication:
 - i. Deduct 25% of the total statement amount when remitting by cash or check.
 - ii. Deduct 22% if paying by credit card.
 - b. Payment in full within 30 days of receipt of this communication:
 - i. Deduct 15% of the total statement amount when remitting by cash or check.
 - ii. Deduct 12% if paying by credit card.
 - c. Payment in full within 60 days of receipt of this communication:
 - i. Deduct 10% of the total statement amount when remitting by cash or check.
 - ii. Deduct 7% if paying by credit card.
 - d. Delinquent Statements greater than \$500.00:
 - i. The District may set up a payment plan with the delinquent account as follows:
 1. Owing \$500-\$1200: Twelve equal monthly payments.
 2. Owing \$1201-\$2400: Twenty-Four equal monthly payments
 3. Owing more than \$2401: Thirty-Six equal monthly payments
3. Properties not arranging to pay delinquent assessments within 60 days of this notice shall be published in the Delinquent Tax List and the above referenced one time discount shall cease to be in effect.. The District will pursue legal means to retire the delinquent amounts including but not limited to tax sale of the property and/or pursuing civil action to recover assessment interest and costs allowed by NMSA sections 73-11-38 through 42, and 73-13-31 and 34.

Sincerely,

THE POJOAQUE VALLEY IRRIGATION BOARD OF DIRECTORS

Attest:

PVID Assessor-Collector

_____ Date: _____



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Santa Fe, New Mexico 87506
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Email: kathym@pvidnm.org
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Remittance Record

Office of the State Engineer Record:

Owner(s): **Last, First, MI**
Water Right File No: **SD-xxxxx**
Subfile No: **#**
Acequia: **Cano**
Irrigable Acres: **2.1**

Santa Fe County Assessor Record:

Owner(s): **Last, First, MI**
Mailing Address: **Address**
City ST Zip
Account No: **12345678**
Property Description:
Book: **xxx**
Page: **xx**
Legal Description: **T19N R 8E S12 1.64AC TR-2**
Physical Address: **Address**
City ST Zip

I, _____, am in receipt of the PVID Delinquent Assessment
Statement in the amount of _____ and (check one)::

_____ **Claim Exemption Per NMSA with NMSA 73-11-29 C. (Office Manager will contact you)**

_____ **Am paying the amount due in full, less applicable discount for timely payment.**

_____ **Request a monthly payment plan for the amount owed. (Office Manager will contact you)**

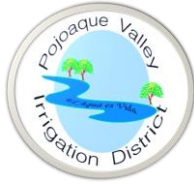
Responsible Party _____

Mailing Address _____

City/State/Zip _____

Phone _____

Email Address _____



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Reasonable Meeting Notice for Calendar Year 2024
Pursuant to the NM Open Meetings Act

WHEREAS, THE duly elected directors of the Pojoaque Valley Irrigation District (PVID) Board of Directors (hereinafter referred to as "the Board") met in regular session on January 24, 2023; and

WHEREAS, the Open Meetings Act, NMSA 1978, Chapter 10, Article 15 (hereinafter referred to as "Act") provides that "[a]ll meetings of a quorum of members of any board, commission, administrative adjudicatory body or other policymaking body of ... any county, ... held for the purpose of formulating public policy, including the development of personnel policy, rules, regulations or ordinances, discussing public business or taking any action within the authority of or the delegated authority of any board, commission or other policymaking body are declared to be public meetings open to the public at all times, except as otherwise provided in the constitution of New Mexico or the [Act]" (NMSA 1978, Section 10-15-1(B) (2013)); and

WHEREAS, the Act further provides that "[a]ny meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public" (NMSA 1978, Section 10-15-1 (D)); and

WHEREAS, the Act further requires a public body to "determine at least annually in a public meeting what notice for a public meeting is reasonable when applied to that body" (NMSA 1978, Section 10-15-1(D)); and

WHEREAS, during the continuance of the COVID-19 epidemic the Board will conduct meetings via the use of a communication that enables people in different physical locations to use their mobile or internet connected devices to meet (i.e., virtual meeting) thereby reducing the exposure to COVID-19;

WHEREAS, the Board will comply with all notice requirements noted herein for all virtual or in-person meetings;



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Reasonable Meeting Notice for Calendar Year 2024
Pursuant to the NM Open Meetings Act

WHEREAS, for calendar year 2024, the Board hereby determines what constitutes reasonable notice to the public of its meetings and to otherwise specify important elements of its continuing compliance with the Act, establish permissible meeting locations, establish a policy concerning the meeting announcements , and information on how to attend both in-person and virtual meetings.

NOW, THEREFORE, BE IT RESOLVED by the Board that:

1. If in-person meetings are held in whole or in part, the in-person meeting will be conducted at the PVID Administrative Office, 9 Cities of Gold Rd, Santa Fe, NM 87506 or at a location indicated in the meeting agenda/notice.
2. All virtual meetings may be conducted via software provided by Zoom Video Communications, Inc., and credentials to participate/attend these virtual based meetings will be provided in the agenda/notice for all meetings.
3. Unless otherwise specified, all regular meetings shall be held in Jan, April, July, and October. The agenda, time, and location of regular meetings will be available at least ten days prior to the meeting and will be
 - a. Posted at the El Rancho Community Center, located at 394 County Road 84, 4Santa Fe, NM 87506;
 - b. Posted at the Nambe Community Center, located at 180 A SR 503, Nambe, NM 87501;

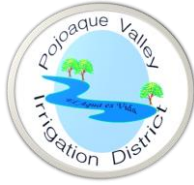


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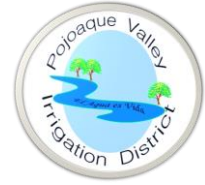


Reasonable Meeting Notice for Calendar Year 2024
Pursuant to the NM Open Meetings Act

- c. Posted at the County of Santa Fe Pojoaque Satellite Office located at 17839 US-84, Santa Fe, NM 87506;
 - d. Posted at the Pojoaque Super Market, 9 W Gutierrez St, Santa Fe, NM 87506;
 - e. electronically distributed via email to all acequia commissioners, majordomos, parciantes, or district members who have registered their email addresses with PVID;
 - f. Posted on the PVID's website (www.pvidnm.org).
3. Special meetings may be called by the Board chairman or a majority vote of the board of directors. The notice for a special meeting shall include an agenda, time, location for the meeting. The notice for any special meeting will be available three days/72 hours in advance of the meeting date and posted at the same locations as PVID's regular meetings.
4. Emergency meetings may be called only under unforeseen circumstances by a majority vote of the Board that demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. If possible, the Board will distribute a meeting agenda, time, and location according to Section 3 above and avoid emergency meetings whenever possible.
5. In addition to the information specified above, all notices shall include the following language if you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting. Please contact the PVID Administrative Office at 9 Cities of Gold Rd, Santa Fe, NM 87506, Phone: (505) 455-2693 as soon as reasonable possible prior to the meeting.



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Reasonable Meeting Notice for Calendar Year 2024
Pursuant to the NM Open Meetings Act

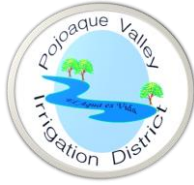
6. The Board may close a meeting to the public only if the subject matter of such discussion or action is included Section 10-15- 1(H) of the Open Meetings Act.

(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the Board of taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.

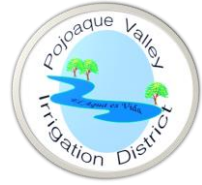
(b) If a closed meeting is conducted when the Board is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members and to the general public.

(c) Following the completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.

(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action or decision taken as a result of discussions in a closed meeting shall be made by vote of the Board in the current or future scheduled open public meeting.



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Reasonable Meeting Notice for Calendar Year 2024
Pursuant to the NM Open Meetings Act

7. Cancellations of any Board meetings will be announced as soon as reasonably possible by the same methods and time frames as specified herein.

8. No decision(s) will be made by the Board during any informational meetings, work sessions, via email exchanges, training seminars, conferences, social gatherings, or any event during which there may a quorum of directors present during the event. All decisions directly affecting the operations of PVID or district members shall be confirmed by vote of the Board in an opening meeting of the Board.

9. This resolution will be available for viewing at the PVID Administrative Office and will be electronically distributed via email to all acequia commissioners, majordomos, parciantes, pueblo government officials, and district members who have registered their email addresses with PVID, as well as posted on the PVID website: www.pvidnm.org.

Passed by the PVID Board of Directors this 16th day of January, 2024.

(Signature)
David A. Neal
Chairman,
Pojoaque Valley Irrigation District

(Signature)
Rob Heineman
Secretary/Treasurer,
Pojoaque Valley Irrigation District