



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



Pojoaque Valley Irrigation District (PVID)

June, 9 2025 Special Meeting

6:00PM to 8:00PM

Via Zoom

Meeting Minutes

1. **Call To Order:** Chairman Dave Neal call to order at 6:01 pm
2. **Recognition of Quorum:** Gabriel recognized all board members present– Also in attendance were Ralph Manzanares, District Manager and Rob Heineman, Advisor and Adam Drozek BOR.
3. **Approval of the Agenda:** Chairman Dave Neal
 - a. Additions/Corrections- None
 - i. **Motion To Approve** -, Carlos Ortiz, **SECOND**-, Harry Montoya **VOTE** -Motion Carried
4. **Approval of Previous Minutes:**
 - a. Minutes of the April 8 2025 will be approved at the next meeting.
5. **Chairman's Report – Dave Neal**

Main reason for this meeting is to discuss the Budget, also Adam Drozek from BOR is here to talk about the Application for Funding from the Aging Infrastructure Account in FY 2026. A loan is needed to fix the aging infrastructure at the dam, the control and instrumentation system at the Dam is non-functional and needs to be replaced with a more up-to-date system that would greatly improve the control and efficiency of the water at the Dam and help with more accurate monitoring and distribution of water, would reduce the waste of water and save time in Dam Tender Duties.
6. **Treasurer's Report – Carlos Ortiz**
 - a. Carlos presented an overview of the current PVID financials, budget, expenses, cash flow, (see attach)
 - b. Profits vs Losses, Budget is doing well with regards to more money coming in, thanks to the collection efforts being done by the office. Budget categories discussed were Dam Operations, Legal Cost, Workers Compensation, Office Equipment and supplies, Vegetation, Dam Equipment, Salaries, Payroll, Software License, Communications (Century Link), Auditor Cost, Election cost, Credit Card Fees etc.
 - c. Auditor recommendations is that we should have a reserve to cover expenses at the Dam, i.e. in times of special cases, such emergencies at the dam, repairs etc.



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



Recommendation by auditors is to have a surplus in reserves. Recommendation is to move 50k from checking to savings for this reason.

- d. Proposal to amend rule to change credit card fees up from 2% to a 3% charge and pass credit card fees to membership. **Motion To Approve** – Carlos Ortiz, **SECOND-**, Mike Lujan **VOTE** -Motion Carried

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

- a. Upcoming ASI Report.
- b. Weather Station (nothing to report)

8. Secretary Report – nothing to report

9.

10. New Business: Discuss

- i.
- ii.

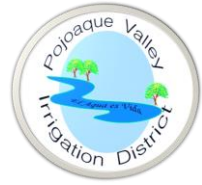
11. Public Comment

- a. BOR. Adam Drozek was here to explain the process for applying for the loan from Funding from the Aging Infrastructure Account in FY 2026. This is the last and final year that this loan will be available, Adam thinks the Nambe Falls Dam can qualify because of the needs and issues currently at the Dam, the main issues is to replace the control and instrumentation system at the Dam. He explained the deadlines on when documentation needs to be turned in, interest rates, qualifications for application, forms needed, explained the loan period, up to 30 years, when payments to the loan start. Documentation includes a Letter of intent, cost estimates and timelines of the project, etc.
- b.
- c. OSE (none)

12. Next Meeting, July would be our next Quarterly Meeting, up in the air for any other special meetings.



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



13. Adjournment: Dave called for an adjournment of the meeting

- **Motion To Adjourn: Mike—, SECOND Carlos—,**
-
-

DRAFT

		POJOAQUE VALLEY IRRIGATION DISTRICT						
		9 CITIES OF GOLD RD.						
		SANTA FE, NEW MEXICO 87506						
Theresa Perraglio								
Budget and Finance Analyst								
Local Government Division								
Dept. of Finance & Administration								
Bataan Memorial Bldg., Suite 202								
Santa Fe, NM 87501								
Please find the proposed budget for Yr:								
			2024-2025	2025-2026				
			Current Yr	Proposed Yr				
<u>ACCOUNT</u>	<u>RESOURCES</u>		<u>BUDGET</u>	<u>BUDGET</u>		<u>5/31/2025</u>	<u>COMMENTS</u>	
1113	US Bank - Operating		\$ 26,214.21	\$ 38,889.88		\$ 88,889.88	Enter 6/30/25 Checking Balance	
1115	US Bank - Savings (Reserve)		\$ 24,208.53	\$ 74,219.44		\$ 24,219.44	Enter 6/30/25 Savings Balance	
4110	Regular Assessments		\$ 188,801.57	\$ 152,367.00			Non-Pueblo portion of annual expenses	
4115	Pueblo/BIA Payment	40.00%	\$ 125,867.71	\$ 101,578.00			Pueblo portion of annual expenses	
4130	BOR F&W Reimbursement		\$ 24,612.00	\$ 25,908.53			Anticipated reimbursement from BOR for operating expenses based on P&L to be submitted at end of FY	
4150	Penalties		\$ -	\$ -				
4300	Dam Repayment Assessments		\$ 1,707.00	\$ 1,707.00			Budgeted annual income for the dam repayment assessment portion of annual invoices. Per Amt. 2	
4440	Interest		\$ -	\$ -				
4500	Miscellaneous Revenue		\$ -	\$ -				
4999	Uncatergorized Income		\$ -	\$ -				
	TOTAL RESOURCES		\$ 391,411.02	\$ 394,669.84				
<u>Account</u>	<u>Budget Category</u>		<u>Budget for 2024-25</u>	<u>Budget for 2025-26</u>	<u>Pct</u>	<u>Increase</u>	<u>\$/Acre</u>	<u>Notes:</u>
5091	O & M SJC		\$ 65,447.24	\$ 57,318.68	17.89%	-12.42%	\$20.77	
5090	O & M Nambe Dam		\$ 61,258.00	\$ 58,013.50	18.10%	-5.30%	\$21.02	
5100	Salaries-Dam Tender		\$ 29,264.24	\$ 31,435.48	9.81%	7.42%	\$11.39	
5150	Dam Repayment		\$ 1,707.00	\$ 1,707.00	0.53%	0.00%	\$0.62	
5160	Utilities - Nambe Dam		\$ 3,500.00	\$ 3,000.00	0.94%	-14.29%	\$1.09	
5170	Communications - Nambe Dam		\$ -	\$ -	0.00%		\$0.00	Ralph uses personal cellphone
5320	Mileage (Dam Tender)		\$ 3,841.52	\$ 2,689.50	0.84%	-29.99%	\$0.97	
5321	Pueblo Access Fees		\$ 500.00	\$ 500.00	0.16%	0.00%	\$0.18	
5360	Nambe Dam Facility Expenses		\$ 41,974.02	\$ 13,000.00	4.06%	-69.03%	\$4.71	Major work at dam now completed
6000	Salaries-Office		\$ 34,167.39	\$ 34,019.55	10.62%	-0.43%	\$12.33	
6001	Salaries-Management		\$ 61,203.76	\$ 59,032.52	18.42%	-3.55%	\$21.39	
6050	Payroll Taxes		\$ 18,259.08	\$ 18,098.47	5.65%	-0.88%	\$6.56	
6060	PERA		\$ 10,991.86	\$ 10,991.86	3.43%	0.00%	\$3.98	District Mgr Only - All others PT
6080	Office Supplies		\$ 2,000.00	\$ 2,000.00	0.62%	0.00%	\$0.72	
7005	Bank Service Charge		\$ 100.00	\$ 100.00	0.03%	0.00%	\$0.04	
7010	Postage		\$ 2,000.00	\$ 1,500.00	0.47%	-25.00%	\$0.54	
7015	Cayan Credit Card Fees		\$ -	\$ -	0.00%		\$0.00	District will pass credit card fees to membership
7016	Late Fees & Interest		\$ -	\$ -	0.00%		\$0.00	

7020	Audit			\$	5,700.00	\$	6,000.00	1.87%	5.26%	\$2.17	
7030	Utilities - Office			\$	1,500.00	\$	2,000.00	0.62%	33.33%	\$0.72	
7031	Communications - Office			\$	2,400.00	\$	3,000.00	0.94%	25.00%	\$1.09	
7035	Software			\$	2,650.00	\$	2,759.46	0.86%	4.13%	\$1.00	
7040	Janitorial			\$	100.00	\$	150.00	0.05%	50.00%	\$0.05	
7070	Legal			\$	10,000.00	\$	2,000.00	0.62%	-80.00%	\$0.72	
7080	Building Maintenance			\$	1,000.00	\$	6,000.00	1.87%	500.00%	\$2.17	
7120	Election			\$	2,000.00	\$	1,000.00	0.31%	-50.00%	\$0.36	2 Directors to be elected fall 2024
7150	Director Bonds			\$	900.00	\$	300.00	0.09%	-66.67%	\$0.11	
7250	Travel Expense			\$	500.00	\$	500.00	0.16%	0.00%	\$0.18	
7300	Training Expense			\$	-	\$	-	0.00%		\$0.00	
7310	Meeting Expense			\$	500.00	\$	200.00	0.06%	-60.00%	\$0.07	
7380	Office Equipment/Expense			\$	1,000.00	\$	1,000.00	0.31%	0.00%	\$0.36	
7395	Workers Compensation			\$	1,738.38	\$	634.39	0.20%	-63.51%	\$0.23	
7410	Consulting Services			\$	1,000.00	\$	1,500.00	0.47%	50.00%	\$0.54	
	TOTAL EXPENSES		\$	-	\$	367,202.49	\$	320,450.40	100.00%		
					Current Yr		Proposed Yr				
	CASH REQUIRED:	Total Budgeted Expenses:		\$	367,202.49	\$	320,450.40				
		Less: Checking Cash Balance		\$	(26,214.21)	\$	(38,889.88)				
		Plus: Accounts Receivable collectible		\$	-	\$	-				
		Less: Dam Repayment		\$	(1,707.00)	\$	(1,707.00)				
		Less BOR F&W Reimbursement		\$	(24,612.00)	\$	(25,908.53)				
		Less State (NMDHS & EM)		\$	-	\$	-				
		Plus: Savings Acct (Reserve)		\$	-	\$	-				
		Less: Adjusted Total		\$	314,669.28	\$	253,944.99				
Pueblo's Annual Percentage of Cost Allocation for PVID Operations Per 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:											
		Pct:	(33.34% for 2023-2024)		Current Yr		Proposed Yr				
	PVID Adjusted Cash Total:			\$	314,669.28	\$	253,944.99				
	Pueblo Cost Allocation	40%		\$	125,867.71	\$	101,578.00				
	Allocation between Pueblos:										
	Pueblo de Nambe:	50%		\$	62,933.86	\$	50,789.00				
	Pueblo of Pojoaque:	5%		\$	6,293.39	\$	5,078.90				
	Pueblo de San Ildefonso:	45%		\$	56,640.47	\$	45,710.10				
	Pueblo Quarterly Payment Amounts and Due Dates:										
	Due Date		Nambe		Pojoaque		San Ildefonso				
	11/30/2025	25%	\$12,697.25		\$1,269.72		\$11,427.52				
	2/10/2026	25%	\$12,697.25		\$1,269.72		\$11,427.52				
	4/10/2026	25%	\$12,697.25		\$1,269.72		\$11,427.52				
	7/30/2026	25%	\$12,697.25		\$1,269.72		\$11,427.52				
Non-Pueblo's Annual Percentage of Cost Allocation for PVID Operations Per 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:											
	Total:	60%		\$	188,801.57	\$	152,367.00				
			Total Billed Irrigable Acres:		1,754.670		1,656.020				Per Kathy M email of 6-4-25

	Assessment Fee Per Irrigable Acre: \$			61.06	\$	92.01				
	Dam Assessment per Irrigable Acre: \$			0.93	\$	1.03				
	Dave Neal		Henry Montoya		Carlos Ortiz Jr.					
	Chairman		Vice Chairman		Secretary-Treasurer					

DRAFT