

TYRONE WATER & WASTEWATER ASSOCIATION BOARD MEETING
January 21, 2026 6:30 P.M. – TYRONE COMMUNITY CENTER
FINAL AGENDA
Website: tyronewater.org

1. Call to order and declare a quorum – Alan Berg-President
2. Approval/disapproval of Agenda-Deletions
3. Approval/disapproval of July 1, 2025 to December 31, 2025 Financials
4. Old Business
 - a. Report on water tower, roots in service lines, and broken curb stops.
 - b. CIF-6443 bids opened on January 15, 2026. SmithCo located in Caballo, New Mexico submitted the low bid of \$5,472,550.00. There were eight bids submitted. Bohannan Huston Inc. will review the submittals for conformance with the bid specifications.
 - c. CIF-6444 water tower rehabilitation project will go out for bid in February 2026. BHI wanted to get the water system project started before going out for bid for the water tower rehabilitation project.
5. New Business
 - a. Approval/disapproval of Resolution 2026-13 Open Meetings Act (OMA) Resolution. Public agencies in New Mexico are required to pass an open meeting act resolution annually. TWWA's original OMA resolution was considered and approved the first month of TWWA being recognized by the State of New Mexico in 2022.
 - b. Approval/disapproval Resolution 2026-14 Approval of SmithCo bid of \$5,472,550.00 for Project CIF-6443; water system construction project. Bohannan Huston Inc., confirms that the bidder has met all the bid requirements for this project.
 - c. 2026 Dodge 2500 utility truck was received in January 2026. This was a capital outlay from the New Mexico Legislature. Draft SOP for vehicle operation, care, and maintenance is attached to the agenda.
 - d. Approval/disapproval of Resolution 2026-14
6. Approval/disapproval of motion moving into executive session in accordance with 2024 New Mexico Statutes Chapter 10 - Public Officers and Employees Article 15 - Open Meetings Section 10-15-1 H (6) and (7) Formation of public policy; procedures for open meetings; exceptions and procedures for executive session.
 - a. Reconvene in open session after executive session

- b. Any action taken in executive session
7. Report and Approval of Officers and Committees
 - a. President’s Report-2026 Colonias Application period opens January 26, 2026. Should TWWA apply for additional project funding?
 - b. Doug Gorthy-member
 - c. Elizabeth Gonzales-member
 - d. Water Operator - Eddie Mendoza
 - e. Public Input (limited to 3 minutes/person)
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Standard Operating Procedure

Operation of TWWA-Owned Service Truck

Purpose

This Standard Operating Procedure (SOP) outlines the requirements and guidelines for the safe, secure, and responsible operation of a TWWA-owned service truck by contract water operators and TWWA Board members. Adherence to these procedures is mandatory to ensure the safety of personnel, the security of TWWA assets, and the integrity of TWWA operations.

Scope

This SOP applies to all contract water operators and TWWA Board members authorized to operate a TWWA-owned service truck

Responsibilities

- Only authorized contract water operators may operate the TWWA-owned service truck.
- Operators are responsible for the security, cleanliness, and proper use of the vehicle at all times.

Procedures

1. Pre-Operation Checklist

1. Conduct a visual inspection of the vehicle for any damage, leaks, or safety concerns before operation. Check tire pressure and fluid levels weekly.
2. Ensure all required equipment and documentation are present in the vehicle.
3. Verify that the vehicle registration and insurance are current and stored in the designated compartment.

2. Operation Guidelines

1. Operate the service truck in accordance with all applicable local, state, and federal laws.
2. Use the vehicle strictly for TWWA business purposes. Personal use is strictly prohibited.
3. No alcohol is permitted in the vehicle at any time. Operators must not consume, possess, or be under the influence of alcohol while operating or present in the service truck.
4. No family members or unauthorized passengers are allowed in the vehicle at any time. The vehicle is for official use only by authorized personnel.
 - TWWA Board members are permitted to ride in the service truck. If Board members have provided their driver's license to TWWA's insurance company, they may operate the service truck.
 - During hours of operation and during project-related work within the Townsite, contractors, sub-contractors, regulatory agency employees may ride in the service truck.
 - Owners of property in Tyrone may, under emergency conditions, be offered rides to their homes. TWWA management must be notified of this variance immediately after the occurrence.
5. Drive responsibly, obeying all traffic laws and TWWA safety policies.

3. Security of the Vehicle During Off Hours

1. At the end of each workday or during extended periods of non-use, park the vehicle in a secure, designated area approved by TWWA.
2. Ensure all doors and windows are locked before leaving the vehicle unattended.
3. Remove all keys from the vehicle and store them in a secure location as directed by TWWA management.
4. Do not leave any sensitive documents, equipment, or valuables visible inside the vehicle.
5. Immediately report any incidents of theft, damage, or suspicious activity to TWWA management.

4. Incident Reporting

1. Report all accidents, mechanical issues, or violations of this SOP to TWWA management as soon as possible.
2. Complete any required incident or accident reports promptly and accurately.

Enforcement

Failure to comply with this SOP may result in disciplinary action, up to and including termination of contract and/or loss of vehicle operating privileges.

Review and Updates

This SOP will be reviewed annually or as needed to ensure compliance with TWWA policies and applicable regulations.