

## Minutes

### Sky Country Estates Mutual Domestic Water Consumers Association Board of Directors Meeting

**Date: Wednesday, January 14, 2026, at 3:00 pm MT**

**Location: 63 Clear Sky Road, Cloudcroft, NM**

#### **1. Call to Order.**

President Koch called the meeting to order at 3:03 pm MT.

#### **2. Confirm a Quorum.**

Directors present: President Koch, Vice-President Estrada (On Phone), Treasurer McDaniel, Director Littlefield. Quorum Confirmed. Also present members Bobby Middleton, Mary-Anne Estrada, Gary Brotan, Rene Medina, Mary Duce.

#### **3. Directors and Public Comments.**

No Comments.

#### **4. Approve Minutes of Board Meetings.**

President Koch presented the meeting minutes of the December 10, 2025, Board meeting. Treasurer McDaniel made a motion to approve the minutes. Director Littlefield seconded the motion. The motion passed by unanimous vote of the Directors.

#### **5. Financial Report.**

Treasurer McDaniel gave a summary of the financial report as of the end of December 2025. Total administrative expense in December was \$3,754.28. The larger amount was due to the annual payment of liability insurance. Water system expenses totaled \$1,641.27. The highest amount was for purchased water, \$736.00. Total revenues for December were \$1,528.62. First National Bank balance at the end of December was \$72,216.63 and QuickBooks checking was \$22,797.57, giving total cash available of \$95,014.20. Total reserve funds are \$62,444.90. Accounts receivable amount is \$158.71. President Koch suggested we move cash from the General Operating Reserve to the Purchased Water account to cover the water purchases we are making. Director Littlefield made a motion to move \$2,500 from the General Operating Reserve Fund to the Purchased water account. Treasurer McDaniel seconded the motion. The motion carried by unanimous vote of the Directors.

**6. Water System Report.**

President Koch gave a brief report on the status of the water system. He referenced the newsletter sent out on January 8. Our water use has not dropped since the end of the holidays and as a result he believes we have a water leak in the system. As a result, he will turn off the water to unoccupied homes to eliminate them as a source of the water loss. He will send out notifications to homeowners. After that he will start turning off sections of the water system to isolate the area of the water loss. We can purchase water but the current snow packed condition of the road will prevent hauling water. President Koch went over the public notice required as a result of the sanitary survey failure of our fiberglass tank. He said the New Mexico Environmental Department said we could continue to use the tank as long as we have a project underway to replace the tank, but we will still be in violation and will have to post the notice every 90 days.

**7. Water System Improvement Project Update.**

President Koch presented the amended contract with Souder Miller and Associates to include the design and engineering of the complete water improvement project. The design will be completed in 215 days from our signing of the contract. This is an addition to the \$47,086.00 Preliminary Engineering Report contract with Souder Miller and Associates that was paid for by a grant and is completed. This new addition is for \$257,771.00 for project design and engineering. The total adjusted agreement is \$304,857.00. The additional cost will be covered by the new grant from the New Mexico Finance Authority that was closed on January 2, 2026. Director Littlefield made a motion to accept and sign the contract amendment. The motion was seconded by Treasurer McDaniel. The motion carried by unanimous vote of the Directors. President Koch said he has sent the amendment to our attorney for review and when she lets him know it is OK, he will sign the amendment and send to Souder Miller and Associates so they can begin.

**8. Old Business.**

Member Bobby Middleton asked if everyone has meters. The answer is most don't but there are eight that do. Our water project will include meters for all homes.

**9. New Business.**

None

**10. Public Comments.**

None

**11. Directors Comments.**

None

**12. Adjournment.**

Vice-President Estrada made a motion to adjourn. The motion was seconded by Director Littlefield. The motion carried by unanimous vote of the Directors. President Koch adjourned the meeting at 3:35 pm MT.

**Approval of Minutes:**

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Date

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