

NAVAJO WESTERN WATER DISTRICT
BOARD OF DIRECTORS (REGULAR) MEETING
Thursday, April 10, 2025 @ 1:00 pm

MINUTES

1. CALL TO ORDER:

The Navajo Western Water District Board of Directors Meeting was called to order by Dave Rogers-President, on Thursday, April 10, 2025 @ 1:13 pm.

II. ROLE CALL

The following Board members were at the meeting: President-Dave Rogers, Vice-President-Gary Baldwin, Treasurer-Rick Williams, Director-Dan Palmisano, Accountant-Susan Smith, Secretary to the Board-Debra Palmisano, Water Operator-Dave Rabideau, Vanna Morningstar. ***A quorum has been established.***

III. READING/APPROVAL OF MINUTES - MARCH 13, 2025:

President Dave Rogers asked if the Board Members had any corrections or additions to be made. **MOTION TO ACCEPT THE MINUTES OF MARCH 13, 2025 by Vice President-Gary Baldwin. MOTION 2ND by Treasurer-Rick Williams.** Discussion. Vote. ***Unanimously Approved.***

IV. PUBLIC - COMMENTS:

A. WATER OVERAGES:

91 Comanche: There was a verified leak. Dave Rabideau fixed the leak. (There have been no previous leaks). They already paid for the water. Susan Smith-Bookkeeper did not charge for the overage.

71 Moose Trail: \$500 Overage Fee. There was a toilet leaking (flapper) while the customers were away. (There have been no previous leaks). The customers are willing to pay for the water. Dave Rabideau discovered the leak when doing a meter read 3/28/25 (10,000 gals). **MOTION TO WAIVE THE \$500 OVERAGE FEE ONE TIME ONLY by Director-Dan Palmisano. MOTION 2ND by Vice President-Gary Baldwin.** Discussion. Vote. ***Unanimously Approved.***

V. TREASURER'S REPORT: Rick Williams-Treasurer (See Attached).

A. FINANCIAL REPORTS - MARCH 2025

- The District had NET INCOME FOR THE ENTERPRISE ACCOUNT which we usually don't have.

B. BOOKKEEPER REPORT- Susan Smith (Office Accountant)

- Susan would like to **move all the Savings into Colorado Trust (3% interest)**. It would not be a "locked" account - the money would be available upon demand. We should put our money where it makes more money. ****Susan will bring more info to the next meeting.***
MOTION TO ACCEPT THE TREASURER'S REPORT by Director-Dan Palmisano. MOTION 2ND by Vice President-Gary Baldwin. Discussion. Vote. ***Unanimously Approved.***

VI. OPERATIONS REPORTS:

A. Water Facility Operator Report for March 2025- Dave Rabideau, Water Operator

- The usage has almost doubled this month (8.1%). Dave Rabideau will keep an eye on it next month. If it keeps trending up Dave will look into more closely.
- #3: The new VFD Effluent Replacement Pump is much more efficient.
- #12: The tanks look great! Dave Rabideau will share pictures/videos when he gets the inspections.
- **WE ARE AT FULL CAPACITY!! DAVE RABIDEAU IS A VERY HAPPY WATER OPERATOR!!!**

B. OFFICE REPORT: Debra Palmisano - (Office Secretary):

- Rules and Regulations: Susan and I have been updating so we can include in New Customer Packets. Some changes have been made and a new signature page is attached.
- Insurance Claim for F150 was filed on 2/8/25. Presently waiting on the Adjuster to come out and look at the vehicle.
- Delinquent Accounts: Susan and I have begun to contact these customers. This has been going very well.
- New Taps: I have made a list of all paid and unpaid Taps and will coordinate with Dave Rabideau-Water Operator to make sure we have all necessary info for new accounts.
- The office may need a large file cabinet with a lock - over time the cabinet has been overloaded.

C. BOARD PRESIDENT'S REPORT: Dave Rogers-President

1. The NWWD Board of Directors has accepted the resignation of Debra Palmisano, effective 3/24/25, to accept the Office Secretary position.
2. We have received the *FINAL MAP FOR THE COUNTY FOR THE MORGAN PROPERTY*. The NWWD will provide a copy of the Resolution & BOD Minutes from the March 2025 meeting for the County.
3. Jerry Sharpe encroachment letter is in the process. (Jerry knows this and is fine with it).
4. We received a letter from the Pueblo Court that the (pending) lawsuit was dropped. Susan Smith will scan the letter and send to Kevin to close out the case.
5. The May BOD Meeting will be Vice-President Gary Baldwin's last meeting. Vanna Morningstar will be sworn in. There is still one opening on the Board. We will need an applicant with a letter of intent.
 - Susan Smith suggested that maybe one of the applicants for the Office Secretary position might be interested. Great suggestion-we will reach out to the applicants who applied for the position.
6. Customer Appreciation Day- Are we still considering? YES. When? JUNE. We will bring down a couple of grills and set-up tables and chairs, canopies. The NWWD will provide burgers, hot dogs, salads, drinks, plates, etc. (Suggestion was made for fried chicken from First Choice so someone doesn't have to be manning the grill the entire time.)
 - June 14th or June 21st, 2025? (As late as June 28th) from 11am-1pm. To be held at the NWWD Office.
 - We will check with the HOA and see when the annual Clean-Up Day is.
 - When the date is set we will advertise on NWWD and HOA Website.

VII. OLD BUSINESS:

- A. Selection of New Office Manager:** The Board of Directors held interviews on 3/24/25. Debra Palmisano has been offered the position of Office Secretary. (We need to set her salary.) **MOTION TO SET OFFICE SECRETARY SALARY AT \$20/hr by Vice-President Gary Baldwin. MOTION 2ND by Treasurer-Rick Williams.** Discussion. Vote. ***Unanimously Approved.***

VIII. NEW BUSINESS: Susan Smith-Office Accountant

1. **Abandoned Meters**: We need to discuss Abandoned Meters/Locked Meters.

- A suggestion was made to do away with completely; get the final bill and its done.
- Once the meter is locked, there is no more usage. Suggestion: Can we do away with the fee completely?
- Seasonal Customers will still pay a minimum \$50/month fee.
- Suggestion: Every customer should pay the \$5 LOAN FEE/Monthly.
- Suggestion: Could we charge a \$60 fee once/year and do away with the \$5/monthly fee?

2. **Aging Account Report**: Five of these are Death situations.

- ***If the Property Taxes are not paid for more than three years, the debt goes to a tax lien sale by the county. On Certified Accounts, the property taxes include the certified amounts so we would then receive the funds due to us at that time.***

- Susan asked permission from the Board to go back to November 2024 and write-off these certified accounts (death situations). The meter is locked and no one is living there. If we do this, we would not have to re-certify with the County. (The certified accounts go to the County at the end of October). Discussion Ensued.
 - ***THE BOARD GAVE PERMISSION FOR SUSAN SMITH TO WRITE-OFF THE CERTIFIED ACCOUNTS FOR THE FIVE DEATH SITUATIONS ONLY.***
- Susan would like to change the wording from ABANDONED to LOCKED METER.
 - We should think about changing the wording. Going forward we need to use LOCKED METER only.
 - Susan would like to go back on the Certified Accounts and wipe-off back to November 2024 (when the accounts got certified).
 - \$45 charge is for 1-100 gallons of Water Usage + \$5 charge is for the Loan Fee.
 - Locked Meter charge is \$10/month (23 of them)
- Susan asked permission of the Board to stop using LATE FEES? YES-per Board of Directors.
- We need to create a form letter to customers regarding Delinquent Accounts. We could do a courtesy call if late after 30 days, but send a letter to the customers (certified) if account is delinquent over 60 days.
- In order to shut-off water to a customer, the opportunity for a Public Hearing must be given.
- **Add to Rules and Regulations**: In order to have water shut-off (Locked Meter) you MUST come in and fill out a form.
- Check with SDA regarding LOCKED METER/ABANDONED METER (re: Rules & Regulations in place).
- **Delinquent Accounts**: If the water is shut-off, then a \$5 Loan Fee is not being paid until the water is reconnected. If we shut-off due to Non-payment, a \$50 reconnect fee applies. (Time frame is needed for filing. Ex. Shut-off after 10 days?)
 - SDA Manual - PAGE 25 - (per Vanna Morningstar)
 - Disconnect is a LOCKED METER.
 - Seasonal Meter is shut-off and on as needed. (Different scenario)

3. **Radios (Walkie talkies)** came in for the Water Operators, NWWO Office staff, Dave Rogers-President of the Board of Directors.

4. **SDA WORKSHOP: June 13th, 2025 in Fountain.** Dave Rogers-President, would like all of Office Staff and The Board of Directors to go to the workshop. (There is money in the budget).

- Susan Smith will register us as soon as possible (8 people @ \$40/person: Dave Rogers, Vanna Morningstar, Dan Palmisano, Rick Williams, Susan Smith, Debbie Palmisano, Dave Rabideau, Keith Saint-Peter.)

IX. ADJOURNMENT: MOTION TO ADJOURN THE MEETING @ 4:05 PM by Director-Dan Palmisano. MOTION 2ND by Treasurer-Rick Williams.

Respectfully submitted,

Debra Palmisano, Secretary