



NAVAJO WESTERN WATER DISTRICT
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BOARD OF DIRECTORS (REGULAR) MEETING
Thursday, June 12, 2025 @ 1:00 pm.
MINUTES

I. CALL TO ORDER

The Navajo Western Water District Board of Directors Meeting was called to order by Dave Rogers, President, on Thursday, June 12, 2025 @ 1:08pm.

II. ROLE CALL

The following Board members were present at the meeting: Dave Rogers- President, Vanna Morningstar-Vice President, Dan Palmisano-Director, Susan Smith-Accountant, Debra Palmisano-Office Secretary, Dave Rabideau-Water Operator. (Rick Williams was absent). *A quorum has been established.*

**III. READING/APPROVAL OF MINUTES: Debra Palmisano, Secretary.
Thursday, June 12, 2025 (Regular Board Meeting).**

President Dave Rogers asked if there were any corrections/additions to be made. **MOTION TO APPROVE THE MINUTES OF June 12, 2025, AS PRESENTED** by Vanna Morningstar-Vice President. **MOTION 2ND** by Dan Palmisano-Director. Discussion. Vote. *Unanimously Approved.*

IV. PUBLIC COMMENTS: NONE

V. TREASURER'S REPORT: Rick Williams, Treasurer- presented by Susan Smith, Accountant. (see attached report).

A. FINANCIAL REPORT- MAY 2025 (Susan Smith)

- ***Deposits to Renters*** – We were holding \$600 in deposits, \$100 of which has now been sent to the Owner. A journal entry was done to correct the line item on the Balance Sheet.
- ***Deposits held by San Isabel Electric*** – The Balance Sheet previously indicated that we had \$220 in deposits held by San Isabel Electric. After a visit with San Isabel Electric, it was determined that the total was higher. A journal entry was done to correct that line item on the Balance Sheet.

- **MOTION TO ACCEPT THE TREASURER'S REPORT FOR MAY 2025 by Vanna Morningstar, Vice President. MOTION 2ND by Dan Palmisano, Director. Discussion. Vote. *Unanimously Approved.***

B. BOOKKEEPER'S REPORT (Susan Smith)

- **We had a customer complaint regarding charges on his credit card. Susan will ask at the SDA Training to be sure how to proceed. (The customer is not from Colorado).**
- **We will note in the new Rules and Regulations and will post at the NWWD Office also.**
- ***Colorado Law prohibits charging a fee on Debit Cards.**

VI. OPERATIONS REPORTS:

A. WATER FACILITY OPERATOR REPORT – for May 2025- Dave

Rabideau, Operator Responsible Charge – (see attached report).

- **#2) We have an Open Ticket with Samsera. Dave is trying to fix himself.**
- **#7) Filing 3 Lot 8 – new tap installed 6/6/25.**
- **#9) 162 Mohawk Place: When doing the meter read for May the meter pit was overflowing. There was a leak in the NWWD service line. Dave cut out the break and fixed the leak. (pre-meter – lost approx. 40,000 gals)**
- **#12) We will include this notice in the June billing and will be at 100% CCR compliance.**
- **#13) Comanche Drive repair: Dave hit a water main, which needed an emergency repair. We lost all the water in the back tanks. (Dave called Tom Northup for assistance).**
 - o **SUGGESTION: Can we put a message on the phone since we are a utility service:**
 - **ex. “There has been a water main break; water contamination; etc”.** (Dan Harper can set this up for us)
 - o **QUESTION: Would new/more shut-off valves on the system help? Dave Rabideau will investigate and relay back to the Board. To install a shut-off valve we would have to break through the road and would then need a manhole cover on it. QUESTION: Would manhole covers affect the grader doing the roads?**
- **Water Overage (118 Cherokee Drive) – The customer had a toilet that was leaking/running. (It was a legitimate leak). The problem has been resolved/fixed. The customers are not abusers of water and provided receipts for the repairs to the Board.**
 - o **MOTION TO FORGIVE OVERAGE FEES by Vanna Morningstar, Vice President. MOTION 2ND by Dan Palmisano, Director.**

- **Susan did not charge for the overage as it was a verified leak. The customer will pay for the water. (Approved by the Board).**
 - **Overages should be brought up at the monthly Board meeting, even if it is a verified leak.**
 - **The customer should submit a written request.**
 - **It must be listed in the monthly BOD meeting minutes.**
- **Josh from JADE met with Dave Rabideau and Dan Harper regarding installing JADE for the well sites and pump houses.**
 - **For 10 well sites the cost would be \$1,570./month. (The cost would be \$120./month x4pumps x12months = \$5,760.00)**
 - **This cost will be too high. We are presently paying -0- to HuerfanoTel. Discussion ensued.**
 - **SUGGESTION: Should we keep what we have and save \$5,000./year or switch over to JADE? Our tanks are presently running fine with HuerfanoTel.**
 - **Dave Rabideau would like to have another conversation with JADE and get back to the Board before a final decision is made.**
 - **JADE is now set-up at the NWWD Office. This monthly cost will be less than CenturyLink.**

B. OFFICE REPORT: Debra Palmisano, Office Secretary

- 1) **Rules & Regulations Workshop: The workshop went very well. The Rules and Regs are almost completed.**
- 2) **Delinquent Accounts: We presently have 12 customers that I have sent letters to re: delinquent accounts. We have already gotten 5-6 accounts current, and 2 accounts are presently making payments on their accounts.**
- 3) **One account, which is in arrears, we have tried to contact the customer via emails, letters and phone calls, with no response. I will send a letter requesting payment or the water will be shut off at the customer's residence. (The Board looked over the letter and approved sending it to the customer).**
- 4) **Jerry Sharpe driveway agreement: Mr. Sharpe called and asked if we had written up the agreement yet for his driveway access. He has been getting estimates on driveway repair and doesn't want to proceed until the agreement between NWWD and himself is in place.**
 - **Dave Rogers, President, stated that he will write up the agreement. (I will call Mr. & Mrs. Sharpe to update).**
- 5) **SUGGESTION: Regarding Water Tap Installation: A building permit should be in place before a water tap is installed. *NWWD should add this to our Rules and Regulations.***

- a. A new customer should submit all building plans to the HOA before a permit is issued.
- b. A water tap will not be installed until a building permit is in place with the County.

C. PRESIDENT'S REPORT: Dave Rogers, President

- 1) **Employee Evaluations: Keith Saint-Peter's evaluation is due in July. He is due for a pay raise. Dave Rabideau will do his evaluation. Any feedback is welcome.**
 - a. Keith & Dave are doing a great job!
- 2) **The previous Office District Administrator has filed an Unemployment Compensation claim. Unemployment Comp was approved for "non-reason". Dave Rogers, President, would like to keep this reason on record and the claim was undisputed, per NWWWD paperwork.**
- 3) **Vacant Position on Board of Directors: Jim Bierly came into the office and expressed interest in the vacant Board position. He was out of town and could not attend the June meeting. He will submit a letter of intent to the Board so we can present it at the July 2025 meeting.**
- 4) **COLOTRUST (Savings Account): Susan Smith-Accountant, will be the main contact person.**
 - a. Susan has all the necessary information to be signed by the Board.
 - b. Resolution 2025-03 needs to be signed. Dave Rogers, President, read Resolution 2025-03 aloud to the Board, and the Board signed the Resolution.
 - c. The NWWWD should have multiple "signers" designated. The authorized "signers" will be Dave Rogers-President, Vanna Morningstar- Vice President, Dan Palmisano-Director, Rick Williams-Treasurer, Debra Palmisano-Office Secretary and Susan Smith-Accountant.
 - d. **MOTION TO PASS RESOLUTION 2025-03 TO SET UP COLOTRUST SAVINGS ACCOUNT by Dan Palmisano, Director. MOTION 2ND by Vanna Morningstar, Vice President. Discussion. Vote. *Unanimously Passed.***

VIII. NEW BUSINESS: None

IX. MOTION TO ADJOURN THE MEETING AT 3:54 PM by Dan Palmisano. MOTION 2ND by Vanna Morningstar.

Respectfully submitted,

**Debbie Palmisano
Office Secretary**