



NAVAJO WESTERN WATER DISTRICT

705 Navajo Road; Walsenburg, CO 81089

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BOARD OF DIRECTORS (REGULAR) MEETING

Thursday, July 10, 2025 @ 1:00pm.

MINUTES

I. CALL TO ORDER

The Navajo Western Water District Board of Directors Meeting was called to order by Dave Rogers-President, on Thursday, July 10, 2025 @ 1:16pm.

II. ROLE CALL

The following Board Members were in attendance: Dave Rogers-President, Vanna Morningstar-Vice-President, Rick Williams-Treasurer, Susan Smith-Accountant, Debbie Palmisano-Office Secretary, Dave Rabideau-Water Operator. Also attending, guest: Jim Bierly. *A quorum has been established.*

III. READING/APPROVAL OF MINUTES: Debra Palmisano, Secretary.

Thursday, July 11, 2025 (Regular Board Meeting)

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

A. Keith Saint-Peter's annual evaluation was done by Dave Rabideau-Operator Responsible Charge. Keith received a rating of (5's) across the board. The only (#4) was on Job Knowledge, since Keith has not taken the Operator's Exam yet. Dave Rabideau would like for Keith to take the exam before the Fall and be certified before next year's annual evaluation. Dave stated that he and Keith work very well together and he considers Keith's performance to be *Above Satisfactory*. Keith is presently at \$18/hr. It is Dave Rabideau's (Operator Responsible Charge) recommendation to give Keith an increase in salary to \$19 or \$20/hr.

- **MOTION TO RAISE KEITH SAINT-PETER'S SALARY TO \$20/hr. was made by Dan Palmisano-Director. MOTION 2ND by Rick Williams-Treasurer. Discussion ensued.**
- ***Suggestion: To raise Keith Saint-Peter's salary to \$19/hr., and when he passes the test for certification, his salary will increase to \$20/hr.***
- ***MODIFY THE MOTION: A MOTION WAS MADE TO INCREASE KEITH SAINT-PETER'S SALARY TO \$19/HR PRESENTLY AND RAISING HIS SALARY TO \$20/HR. AFTER PASSING THE CERTIFICATION TEST by Dan Palmisano-Director. MOTION 2ND by Rick Williams-Treasurer. (The NWWD will pay for Keith's certification test.) Discussion. Vote. *Unanimously Approved.***
 - o **Dave Rabideau-Operator Responsible Charge- will meet with Keith and let him know what the Board has decided.**

IV. PUBLIC COMMENT(S) – None.

V. TREASURERS REPORT: Rick Williams, Treasurer

A. Financial Reports – June 2025 (see attached)

- **MOTION TO ACCEPT THE FINANCIAL REPORTS FOR JUNE 2025 by Vanna Morningstar-Vice President and MOTION 2ND BY Dan Palmisano-Director. Discussion. Vote. *Unanimously Approved.***

B. BOOKKEEPER'S REPORT: Susan Smith, Accountant

- **COLOTRUST: Susan is still working on. Her recommendation is to go with the PRIME+ account, which accrues more interest than the regular PRIME account. Susan explained the different accounts and asked for Board approval to use PRIME+.**
- **MOTION TO OPEN A PRIME+ ACCOUNT was made by Dan Palmisano-Director and MOTION 2ND by Vanna Morningstar-Vice President.**
- **Per Susan Smith-Bookkeeper, we have \$281,000. in the Enterprise account. How much should we move over? If we put in \$200k initially, we will still have \$80k in an accessible account if an emergency arises.**
- **MOTION TO PUT \$200,000. INTO A PRIME+ ACCOUNT WITH COLOTRUST by Dan Palmisano-Director and MOTION 2ND by Vanna Morningstar-Vice President.**
- **Susan Smith is the Primary on the account. There must be (2) signers. *Contacts: Debra Palmisano and the BOD members.***

VI. OPERATIONS REPORTS

A. Water Facility Operators Report for June 2025: Dave Rabideau-Operator Responsible Charge (see attached)

- **#5) Ty (Royal Electric) will confirm \$173,000. - quote for a new system. We need an official quote from Zack @ JADE for the Board (currently not in the 2025 budget).**
 - **Should we use JADE internet for the Primary communication network, which is supported by San Isabel, and keep Ken Swinehart (free internet as back-up)?**
- **#9) Dave Rabideau called Generac. We need cold weather kits. Generac does not make them anymore. We need a 10 kilowatt Generator- we had to pay \$1,000. from Adams Electric. (we will not be using Adams Electric again, but it was already in process.)**
- **#11) CCR Report: is now posted online and in the office. Susan saved at least six hours of work by finding an easier way to post the report on the customer monthly bills. Thank you to Susan!**

B. OFFICE REPORT: Debbie Palmisano, Office Secretary

- 1) **Delinquent Accounts: We presently have 8 delinquent accounts (we had 12 delinquent accounts in May).**
 - **(1) on payment plan; (1) making regular pmts; (6) letters w/o response; (2) letters sent again (certified/return receipt 7/2/25).**
 - **(3) customers with credit card issues (online bill pay) – corrected & accounts are up to date.**
 - **The water was shut off @ 131 Navajo Rd on 6/27/25, due to non-payment. The customer came into the office on 6/30/25 and paid the account in full.**
 - **(2) new delinquent accounts (over 60 days-\$50/ea).**
 - **Filing 4 Lot 106: The previous owner moved out and left an outstanding balance (\$880.48) on the acct. (We need to figure out a way to collect the balance due.) We will call the new owner and explain the situation.**
- 2) **July Newsletter is being worked on. Does anyone have anything to add? Dave Rabideau will type up something to add.**
- 3) **Abandoned Meter: *Effective the July 2025 Regular Board of Directors Meeting, we will no longer use the term Abandoned Meter; it shall be referred to as “LOCKED METER MAINTENANCE FEE (\$10/mo)”.* We will add the term “Locked Meter Maintenance Fee” to the updated Rules & Regulations manual. (The total monthly charge will be: \$15.00 (\$10 for Locked Meter Maintenance Fee + \$5.00 for monthly Loan Service Fee = \$15.00/month)**
- 4) **The updated Rules & Regulations manual is almost completed and will be presented for signatures at the August BOD Meeting.**

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

1. The delinquent account which received the shut-off notice:

The customer was notified numerous times to no avail. The water service was shut off on Friday (6/27/25). The customer cut the lock off the meter, which is a federal offense. The Sheriff was called. The FBI was notified, and although the issue was resolved, it will remain on file with the FBI. On Monday, 6/30/25, the customer came into the office and paid the account in full.

2. Customer Appreciation Day: This should be tabled until the August BOD meeting. Possibly hold in September.

3. Risk Management: Dave Rogers-President, recently spoke to Gilbert of Emergency Management in Gardner, CO. An emergency building is being built. It will be set up for all communities (La Veta, Gardner, Navajo Ranch, etc.)

4. The Board has received a job application from Anna Rogers. (Ms. Rogers applied after the Office Secretary was hired). She asked us to keep it on file in case someone is needed to fill-in at the office for vacations, sick leave, etc.

5. Thank you to the Office Staff and the Board of Directors for a job well done!

VII. OLD BUSINESS:

A. Abandoned Meters – discussed earlier under Office Report. The name Abandoned Meter has been changed to a *Locked Meter Maintenance Fee*.

B. SDA Workshop on June 13th, 2025 in Fountain, CO was attended by the members of the Board and Office Staff. It was a great training; it was very informative. We all agreed we would like to attend more of these trainings.

VIII. NEW BUSINESS:

A. Water Main Shut-off Valves: More of these may need to be replaced in the future. The system is very old and has been in place for approx. 50 years. *Suggestion:* Be careful of forgiving debt, as more maintenance fees may be forthcoming.

a. Per Dave Rabideau-Operator Responsible Charge- There are 18 valves throughout the Ranch, which is an ample amount.

b. Only (1) shut-off valve is non-operational (Choctaw Drive).

B. In case of Water Emergency, how can we notify our customers: (ex. water main break, water contamination, etc.)

a. Can we post on the website?

- b. **Reverse 911? (There is a charge for this service. Susan will investigate).**
 - c. **Dave Rabideau-Operator Responsible Charge- has a video regarding this. He will watch the video and get back to us.**
 - d. **We will continue to investigate solutions to this problem.**
- C. James Bierly has applied for the vacant seat on the Board of Directors. He has submitted a letter of intent, which was read to the Board by Dave Rogers-President. Discussion ensued.**
- a. **MOTION TO ACCEPT JAMES BIERLY AS DIRECTOR TO THE BOARD OF DIRECTORS by Vanna Morningstar-Vice President and MOTION 2ND by Dan Palmisano-Director. Discussion. Vote. *Unanimously Approved.***
 - b. **The OATH OF OFFICE was read and signed by James Bierly and will be filed with Huerfano County.**
- D. CHANGES TO THE BOARD OF DIRECTORS: The following changes to the Board of Directors were requested:**
- a. **Rick Williams will change his position on the Board from *Treasurer to Vice-President.***
 - b. **Vanna Morningstar will change her position on the Board from *Vice-President to Treasurer.***
 - c. **These changes are effective immediately, according to BOD approval on July 10, 2025, at the Regular Board of Directors Meeting.**
 - d. **MOTION TO ACCEPT RICK WILLIAMS AS VICE-PRESIDENT AND VANNA MORNINGSTAR AS TREASURER OF THE NWARD BOARD OF DIRECTORS by Dan Palmisano-Director and MOTION 2ND by James Bierly-Director. Discussion. Vote. *Unanimously Approved.***

IX. MOTION TO ADJOURN THE MEETING @ 3:22pm by Dan Palmisano-Director and MOTION 2ND by Vanna Morningstar.

The next regular Board of Directors Meeting will be held on Thursday, August 14th, 2025 @ 1:00pm at the NWARD Office at 705 Navajo Rd., Walsenburg, CO.

Respectfully submitted,

**Debbie Palmisano
Office Secretary**

Attachments

