

NWWD Regular Board of Directors Meeting

January 16th, 2025

The meeting was called to order at 1:01pm.

ROLL CALL: Dave Rogers-President, Gary Baldwin-Vice-President, Dan Palmisano-Director, Rick Williams-Treasurer, Debra Palmisano-Secretary, Sam Bonham-District Office Administrator, Dave Rabideau-Water Operator.

READING/APPROVAL OF MINUTES (12/12/2024).

Corrections: The term for Secretary election for 2 year remainder of Vanna Morningstar's term for May 2025. At that time, the Secretary (Debra Palmisano) would need to be elected for term until 2027.

MOTION TO ACCEPT MINUTES OF 12/12/24 WITH CORRECTIONS: Dan Palmisano-Director. 2nd MOTION: Gary Baldwin-VP. No further discussion. Unanimously Accepted.

PUBLIC - COMMENT(S):

A. Water Overages: Five (5) total overages for December:

#1) 216 Kiowa Place - a letter was submitted from the owner to Dave Rabideau. There was NO LEAK. Dave verified twice. Something must have been left on. The customer has no history of overages. MOTION TO FORGIVE THE \$250 OVERAGE FEE (ONE TIME ONLY) by Dan Palmisano-Director. 2ND MOTION by Rick Williams-Treasurer. No further discussion. Unanimously passed.

#2) 3093 Commanche Drive - a letter was submitted for the overage to Dave Rabideau. Dave checked it out- there were NO LEAKS. Something must have been left on, etc. - very high usage. The customer has had no history of overages or abuse. MOTION TO FORGIVE THE \$250 OVERAGE FEE (ONE TIME ONLY) by Gary Baldwin-VP, 2ND MOTION by Dan Palmisano-Director. No further discussion. Unanimously passed.

#3) 89 Shoshone Drive - a letter was submitted by new customer (here approx 6 months) asking forgiveness of \$250 overage fee. Dave Rabideau went out and verified there were NO LEAKS and the meter was not running. The people were out of town. Maybe a running toilet? MOTION TO FORGIVE THE \$250 OVERAGE FEE (ONE TIME ONLY) by Dan Palmisano-Director; 2ND MOTION by Gary Baldwin-VP. No further discussion. Unanimously passed.

#4) 5012 Commanche Drive - a letter was submitted by the owner to Dave Rabideau. The owners have an RV on the property for their Caregiver and there was a broken hose to the camper from the cold. We have given forgiveness in the past - They are an elderly couple and are homebound. MOTION TO FORGIVE THE

\$250 OVERAGE FEE (ONE TIME ONLY) by Dan Palmisano-Director, 2ND MOTION by Gary Baldwin. No further discussion. Unanimously passed.

#5) 723 Arapahoe Drive - Letter submitted to Dave Rabideau. Dave & Keith went out and verified there indeed WAS A LEAK under the house- a broken pipe. The leak has been repaired. MOTION TO FORGIVE TH \$250 OVERAGE FEE (ONE TIME ONLY) by Gary Baldwin-VP, 2nd MOTION by Dan Palmisano-Director. & Rick Williams-Treasurer. ****DISCUSSION ENSUED:** This property is a rental property. The renter has had the account in arrears for 2 years (the account is currently \$666.05 in arrears). Last year the Owner of the property paid the arrears on the account and the Renter was immediately back in arrears the following month. Do we want to waive the \$250 overage fee, but the account must be kept current? MOTION TO RE-OPEN DISCUSSION DUE TO THE NEW INFORMATION by Dan Palmisano-Director, 2ND MOTION by Gary Baldwin-VP. ****NEW MOTION:** The Renter must make arrangements for payment of arrears and make account current. If the account becomes current, we will re-address and re-visit the OVERAGE FEE OF \$250.

B. Designated Election Official (DEO) Report: Dan Harper could not attend the meeting but submitted his report which was read by the Board members.

V. TREASURER'S REPORT (Rick Williams, Treasurer)

A. Financial Reports - December 2024 - For Approval (see attached). MOTION TO APPROVE THE DECEMBER 2024 TREASURERS REPORT by Gary Baldwin-VP, 2ND MOTION by Dan Palmisano-Director.

B. Bookkeeper's Report (Susan Smith-Silver Mountain Bookkeeping): Net Income for December 2024 for the Enterprise Account:\$1,800,189.53; General Account \$106,427.49; Total \$1,906,617.02.

VI. REPORTS

A. Water Facility Operator Report for December 2024 (Dave Rabideau-Water Operator) - see attached report. The unaccounted water loss for this month is 3.2%- much better. (Every system has loss).

#3) New Monitoring System: Dave received a quote of \$173,482 for a single communication system from a company in Pueblo. Dave feels there's no justification for this expense. He feels we should keep San Sera in place - much less money and the system operates fine. (San Sera is out of New Mexico). Discussion Ensued. It was decided to keep San Sera in place.

#12) Filing # Lot #81 (3604 Comanche Drive) - tried to get the 2024 cost for a new Tap Fee. The customer had a problem with the County-the County wanted structures on this property removed before water service would be provided. (There is presently a Court Order with the County to remove the structures.) Per

Dave Rogers-President, we should proceed as is until he comes in compliance with the County. We can re-visit at that time.

#13) Well #3 Generator - We need a 4th generator at the 4th well to satisfy the tank or the flow is too slow. Dave received a Quote from LaVeta Propane \$10,615.88 total. Generac will take off \$600 for the concrete pad and they will hook-up. Dave would like to do this in the next couple months. MOTION TO RELEASE THE FUNDS FOR A NEW GENERATOR FOR WELL #3 (\$10,615.88 incl. installation) by Dan Palmisano-Director, 2ND MOTION by Rick Williams-Treasurer. No further discussion. Unanimously approved.

B. Office Administrators Report (Sam Bonham-District Office Administrator)-see attached report. The District Office Administrator is requesting Full-time status (36-40 hrs/wk) with a 3 month evaluation to see how Full-time is progressing. If Part-time office help is needed at that time, Sam would be more than willing to train. Discussion ensued. Will discuss further.

- Sam also suggested that the Board Members receive a packet via email of the Proposed Agenda and documents to be discussed 2 weeks prior to the BOD Meetings. Debra Palmisano-Secretary agreed that was a great idea to have all the information prior to the meeting, but the info should be sent out 1 week prior to the next BOD Meeting so we have all the necessary info available to us to be included in the packet for the next Board meeting.

C. President's Report (Dave Rogers-President):

#1) RESOLUTION #2025-01: Annual Administrative Resolution was read by the Board Members and signed. MOTION TO ADOPT RESOLUTION #2025-01 by Dan Palmisano-Director, 2ND MOTION by Gary Baldwin-VP. Discussion ensued. We can always amend later if necessary. Unanimously accepted.

#2) CONTRACT PROPOSALS: Susan Smith (Silver Mountain Bookkeeping) increased salary to \$35/hour, effective Jan 2025. The salary increase was figured into the 2025 budget. MOTION TO RETAIN SUSAN SMITH AS ACCOUNTANT CONSULTANT @\$35/HR by Gary Baldwin-VP, 2ND MOTION by Rick Williams-Treasurer. No further discussion. Unanimously accepted.

- Jeffrey, Erb, Esq. - 2025 rate increase letter was read by the Board. (The rate increase was budgeted for 2025). Recommendation by Dave Rogers-President was that we should retain an Attorney and Consulting Firm, but nothing is to be done without Board approval. MOTION TO RETAIN ERB LAW & CPS HR CONSULTING FOR 2025 by Dan Palmisano-Director, 2ND MOTION by Gary Baldwin-VP. Further discussion ensued. Unanimously approved.

#3) Standardized Work Hours - in the budget for 2025. We could use an Assistant for District Office Administrator.

#4) HR: Assistant Office Administrator - Dave Rogers-President recommends that the NWWD get an Office Assistant. The office must have a back-up person in case Sam gets sick or goes on vacation. Discussion ensued. (If we pay at least \$17-18/hr for part-time, that will raise the salary for full-time. Should the person have a Clerk (type) title rather than an Assistant Office Manager?) Dave Rogers-President said the **title of Office Assistant** was per CPS HR. A job description was made for the Assistant position May 20, 2023. More Discussion ensued.

- There was a recommendation from Sam Bonham-District Office Administrator to go through CPS HR. She stated that we have 10 FREE consult hours with CPS HR. Dave Rogers-President said that Sam can call CPS HR and use the FREE 10 HOURS only.
- We need to post the position in the newspaper. The ad should include Job Description, Salary Range (minimum \$14.81/hr), Days/Times of Work. The person should work the same hours as Sam. Sam will train. Sam will supervise. MOTION TO SET THE RATE OF PAY FOR OFFICE ASSISTANT @ \$15/HR by Dan Palmisano-Director, 2ND MOTION by Gary Baldwin-VP.
- **Dave Rogers-President wants the position posted in the newspaper by next Friday (1/24/25) for the Thursday, January 30th, 2025 newspaper.**
- Dan Palmisano-Director asked if we need to increase Sam's hours for 90 days during training and then revisit Full-time status after that? It was suggested that Sam's hours will increase to 30 hrs/week. (Sam presently works 3xweek+12 hours extra/month for billing and BOD meetings). MOTION TO INCREASE SAM BOHNAM'S HOURS TO 30 HOURS/WEEK, EFFECTIVE FEBRUARY 3RD, 2025 FOR A 90 DAY PERIOD AND THEN RE-EVALUATE FOR FULL-TIME STATUS by Dan Palmisano-Director, 2ND MOTION by Rick Williams-Treasurer.
- #5) Organizational Responsibility Chart - was presented by Dave Rogers. This will be added to the Employee Handbook. MOTION TO ACCEPT THE ORGANIZATIONAL CHART AS SUBMITTED by Gary Baldwin-VP, 2ND MOTION by Rick Williams-Treasurer.
- MOTION TO ADJOURN @3:49 PM by Dan Palmisano-Director, 2ND MOTION by Gary Baldwin-VP.

Respectfully submitted by Debra Palmisano-Secretary