

**NAVAJO WESTERN WATER DISTRICT**  
**BOARD OF DIRECTORS REGULAR MEETING**  
**THURSDAY, MARCH 13, 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, March 13, 2025 @ 1:05 pm.

**II. ROLL CALL**

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

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

President Dave Rogers asked if the members had any corrections or additions to be made. **MOTION TO ACCEPT THE MINUTES OF FEBRUARY 13, 2025 by Vice President Gary Baldwin. MOTION 2ND by Director Dan Palmisano.** Discussion. Vote. ***Unanimously Approved.***

President Dave Rogers thanked the members of the Board and everyone who came into the office to help in the interim of finding an Office Assistant. Candice Mulrain and Cheryl Rogers came in to help with the files. President Dave Rogers also read a letter to the Board of Directors from Candice Mulrain (see attached).

**IV. PUBLIC - COMMENT(S):**

**A. WATER OVERAGES: Only (1) Overage for February 2025.**

- **57 Cheyenne Place** - A letter was submitted to Water Operator Dave Rabideau. The customer had a leak overnight (the water ran for 8 hours/12,000 gals). Dave Rabideau spoke with the customer and the water is shut-off until April 2025 when they return. They will contact Dave when the leak has been fixed and Dave will head out and check the meter. (There have been no previous overages). **MOTION TO EXCUSE THE OVERAGE FEES by Vice President Gary Baldwin.**

**MOTION 2ND by Treasurer Rick Williams.** Discussion ensued. Vote. **UNANIMOUSLY APPROVED.**

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

- A. December 2024 (year-end), January and February Financial Reports were submitted. (See *Attached*). **MOTION TO ACCEPT THE FINANCIAL REPORTS FOR 2024 YEAR-END, JANUARY AND FEBRUARY 2025 by President Dave Rogers. MOTION 2ND by Director Dan Palmisano.** Discussion. Vote. **UNANIMOUSLY APPROVED.**

**B. BOOKKEEPER REPORT (Susan Smith)**

- Susan asked for permission to ADD A 3RD USER TO RURAL BILLING. It is sometimes difficult to use Rural Billing if two users are already on it and a 3rd staff member needs to access it. The cost to add another user is \$175.00. (Susan will take care of sending the email to obtain permission for the new user). **MOTION TO PAY \$175.00 FOR SUSAN SMITH TO ADD A 3RD USER TO RURAL BILLING by Vice President Gary Baldwin. MOTION 2ND by Director Dan Palmisano.** Discussion. Vote. **UNANIMOUSLY APPROVED.**
- Susan has been forgiving LATE FEES FOR FEBRUARY 2025 due to the interim office changes.
- **FILING 3 LOT 14:**
  - The customer sent a letter January 17, 2025 asking why they are being charged \$50/month when their water has never been hooked-up. They did not know an ABANDONED METER (\$15/MO) was an option. They are asking for a credit back to 2021 for the LOCKED METER (\$50/MO) charges.
  - Susan suggested that we not credit for any charges before the customer sent the letter dated January 17, 2025. Susan did credit the account for January and February 2025 and changed the account to an ABANDONED METER (\$15/month). **MOTION TO CHANGE ACCOUNT FROM AN ACTIVE METER TO ABANDONED METER AND CREDIT THE ACCOUNT FOR JANUARY & FEBRUARY 2025 by Vice President Gary Baldwin. MOTION 2ND by Secretary Debra Palmisano.** Discussion. Vote. **UNANIMOUSLY APPROVED.**
  - Water Operator Dave Rabideau suggested that maybe we should put something in the letter to new customers regarding Locked/Abandoned Meters. (It is up to the customer to educate themselves on the Rules/Regulations.)
  - It is important to change the LOCKED/ABANDONED METER POLICY. We will discuss further at the next meeting. Suggestion: We need to make a policy so

the customer is not turning the water off and on continuously. Make a change to Rules/Regulations. The new customer must sign-off on.

## **VI. REPORTS:**

**A. WATER FACILITY OPERATOR REPORT: For February 2025** (Dave Rabideau, Water Operator) - (SEE ATTACHED)

**#7) VFD Motor Replacement:** \$4,934.61 for (*1 phase*) new updated motor OR \$6,770.92 for (*3 phase*) new updated motor. President Dave Rogers gave approval to order the 3-phase motor (\$6,770.92).

**#9) WELL #6 Motor Control Box** burned out due to the power surge during the last Board meeting on February 13, 2025. (There was a lot of sediment, etc.)

## **B. OFFICE MANAGEMENT REPORT:**

1. Susan Smith will be coming to work at the NWWD as OFFICE ACCOUNTANT, effective March 3, 2025. Her hours will be Monday, Wednesday, Friday 9am-12pm (core hrs) + 6 hrs/month (flex hrs). Susan presented a letter to the Board of Directors of her vision of how the new office staff will work together and what the office duties will be. Suggestion: If a customer needs a new tap, water issue, etc. we could have the office open *BY APPOINTMENT ONLY*.

2. Abandoned/Locked Meters will be discussed further at the next meeting (per Susan Smith).

## **C. BOARD ELECTION REPORT:**

- The election was canceled. Self-nomination forms were accepted for Vanna Morningstar-Director (4 yr term), Daniel Palmisano-Director (4 yr term), Debra Palmisano-Secretary (4 yr term). The newly elected officials will be sworn in on May 6, 2025 @ 1:00pm at the NWWD Office. Dan Harper did a great job and the Board appreciates all the work he did on the Election.

## **D. BOARD PRESIDENT'S REPORT:** (Dave Rogers, President)

**1. Office Assistant Job Interviews:** Another newspaper ad WILL NOT be run. The Board will interview the (5) applicants we presently have. What will the Job Titles be? (Both positions are part-time). Discussion ensued. The Board decided to name the positions OFFICE ACCOUNTANT & OFFICE SECRETARY.

**- We will plan the interviews on Monday, March 24, 2025 starting at 1:30pm. We will set the interviews in 30 minute intervals. The Board members doing the interviewing process will be: Dave Rogers, Gary Baldwin, Rick Williams, Vanna Morningstar, Susan Smith.**

- Director Dan Palmisano would like to recluse himself from the interview process due to Debra Palmisano applying for the part-time Office Secretary position.

**2. Interim Status of the Office:** Susan Smith and Debbie Palmisano have been in the office answering the phones and taking payments. Susan Smith has been doing the billing. Candice Mulrain and Cheryl Rogers have been in the office volunteering with the files, etc. Vanna Morningstar also stated she would come in and volunteer when needed.

## **VII. OLD BUSINESS:**

1). **Jerry Sharpe right-of-way.** President, Dave Rogers will draw up a Letter of Agreement and present at the next meeting.

2). **Monty Morgan encroachment issue. RESOLUTION 2025-02 Land Acquisition re: Brenda & Monty Morgan was approved and adopted March 13, 2025.** A signed copy of the Resolution will be sent to Mr. & Mrs. Morgan.

3). **FILING 2 LOT 36:** Customer passed away. The account was certified in 2024. The water is OFF but NOT LOCKED as an Abandoned Meter. Should we change to ABANDONED METER (\$15/mo)? The property is owned by a Mortgage Company. What do we need to do?

- **70 OSAGE:** Same property as above. (The bills are being returned to us). **The Board agreed to forego the Overage Fees and change the account from a LOCKED METER (\$50/mo) to ABANDONED METER (\$15/mo) - Per Vanna Morningstar - Minutes from 2023.**
- **MOTION TO CHANGE THE ACCOUNT TO AN ABANDONED METER (\$15/mo)- (CREDIT THE ACCOUNT FROM NOVEMBER 2024 TO PRESENT FOR \$15/M0)- AND WRITE A LETTER TO THE MORTGAGE COMPANY TO SEE HOW TO PROCEED WITH BILLING. MOTION made by Director Dan Palmisano and MOTION 2ND by Treasurer Rick Williams.** Discussion ensued. Vote. **UNANIMOUSLY ACCEPTED.**

## **VIII. NEW BUSINESS:**

**\*\*MOTION TO GO INTO EXECUTIVE SESSION PER SECTION 24-06-402(4)(b) C.R.S. to discuss Legal Advice on the pending claim for damages and Section 24-060402(4)(f) C.R.S. to discuss Susan Smith, NWARD Bookkeeper. MOTION made by Director Dan Palmisano and MOTION 2ND by Treasurer Rick Williams.**

**\*\*MOTION TO COME OUT OF EXECUTIVE SESSION AND RECONVENE THE REGULAR BOARD MEETING @ 4:04pm by Director Dan Palmisano and MOTION 2ND by Vice President Gary Baldwin.**

**VIII. NEW BUSINESS (CONT'D):**

1). We need to order new SDA Manuals for 2025. Secretary Debra Palmisano will call/email SDA and report back to the Board at the next meeting.

2). Job Title name changes to OFFICE ACCOUNTANT & OFFICE SECRETARY for the office positions. **MOTION TO ACCEPT NEW TITLES OF OFFICE ACCOUNTANT & OFFICE SECRETARY by Director Dan Palmisano and MOTION 2ND by Treasurer Rick Williams.** Discussion ensued. Vote. **UNANIMOUSLY ACCEPTED.**

3). Salary for Office Accountant & Office Secretary: **MOTION FOR OFFICE ACCOUNTANT TO START @ \$22/HR. AND THE OFFICE SECRETARY TO START @ \$18/HR (\$20 AFTER 3 MONTHS- PER EVALUATION).** **MOTION by Vice President Gary Baldwin and MOTION 2ND by Director Dan Palmisano.** Discussion ensued. Vote. **UNANIMOUSLY ACCEPTED.**

**IX. ADJOURNMENT**

- **MOTION TO ADJOURN AT 4:12pm by Vice President Gary Baldwin and MOTION 2ND by Director Dan Palmisano.**

Respectfully submitted,

Debra Palmisano, Secretary