



**NAVAJO WESTERN WATER DISTRICT**

**705 Navajo Road; Walsenburg, CO 81089**

**Telephone: 719-738-3130 / Email: [office@nwwd.us](mailto:office@nwwd.us) / Website: [www.nwwd.us](http://www.nwwd.us)**

**BOARD OF DIRECTORS (REGULAR) MEETING**

**Thursday, December 11<sup>th</sup>, 2025 @ 1:00 pm.**

**MINUTES**

**I. CALL TO ORDER:**

The Navajo Western Water District Board of Directors Meeting was called to order by President Dave Rogers on Thursday, December 11<sup>th</sup>, 2025, at 1:01 pm.

**II. ROLL CALL OF OFFICERS:**

In Attendance: President Dave Rogers, Vice President Rick Williams, Director Dan Palmisano, Director James Bierly, Water Operator Dave Rabideau, Bookkeeper Susan Smith, Office Secretary Debbie Palmisano. Treasurer Vanna Morningstar was absent (excused). A quorum was met. Deb Greer (HOA ARC Committee) also attended the meeting.

**III. READING/APPROVAL OF MINUTES** – (Debra Palmisano, Secretary to the Board).

Thursday, November 13<sup>th</sup>, 2025 (Regular) Board Meeting

- **MOTION TO APPROVE THE MINUTES AS PRESENTED by Director Dan Palmisano. MOTION 2<sup>ND</sup> by Director James Bierly. Discussion. Vote. *UNANIMOUSLY APPROVED.***

**IV. PUBLIC HEARING:**

**a. Budget Hearing for 2026 Budget:**

- i. **Mill Levy** – must be in by December 15<sup>th</sup>, 2025. It is lower than last year.
- ii. **Resolution(s) for Approval** - The Resolutions were read by President Dave Rogers. There was discussion and all Resolutions were signed by the attending Board Members.
  1. **Resolution #2025-06: Resolution to Adopt Budget: MOTION TO ADOPT RESOLUTION #2025-06 WAS MADE BY DIRECTOR DAN PALMISANO. MOTION 2<sup>ND</sup> BY DIRECTOR JAMES BIERLY.**
  2. **Resolution 2025-07: Resolution to Appropriate Sums of Money: MOTION TO ADOPT RESOLUTION #2025-07 WAS MADE BY DIRECTOR DAN PALMISANO. MOTION 2<sup>ND</sup> BY DIRECTOR JAMES BIERLY.**
  3. **Resolution 2025-08: Resolution to Set Levies: MOTION TO ADOPT RESOLUTION #2025-08 WAS MADE BY DIRECTOR JAMES BIERLY. MOTION 2<sup>ND</sup> BY DIRECTOR DAN PALMISANO.**

**V. PUBLIC COMMENT(S):**

**a. GREEN SPACES:**

- President Dave Rogers contacted NWWD's Lawyer, ERB Law, regarding putting signs at all entrances to the Green Spaces (30 entrances) - "NO SHOOTING/NO FIREARMS" signs.
- Dave Rogers read the letter of response from ERB Law to the Board of Directors. ERB Law agrees we should post "*No Shooting/No Firearms*" signs at all the entrances to the Green Spaces.
- Deb Greer (HOA ARC Committee) will follow up with the HOA.

**VI. TREASURER'S REPORT:** (Vanna Morningstar, Treasurer – absent.)

- A. **TREASURER'S REPORT:** (presented by Rick Williams, Vice President). See attached.
- **MOTION TO APPROVE THE TREASURER'S REPORT AS PRESENTED by Director Dan Palmisano. MOTION 2<sup>ND</sup> by Director James Bierly.** Discussion. Vote. **UNANIMOUSLY APPROVED.**
- B. **BOOKKEEPER'S REPORT:** (Susan Smith, Bookkeeper)
- a. **CPA Engagement Letter (Audit Exemption)** – Susan will sign and mail in per Board of Directors.
  - b. **NWWD Rules & Regulations:** A couple of clarifications need to be made:
    - **Page 3, Section III, Installation & Maintenance:** *All water taps will be installed by NWWD approved Personnel ONLY.* (REMOVE: David Rabideau, Operator Responsible Charge being listed specifically.)
    - **Page 3, Section II, Tap Fees & Installation Charges (cont'd): #3) Locked Meter Maintenance Fee – (previously known as Abandoned Meter)** *There is an issue with the wording.*
      - Suggestion: *Change the terminology back to **Abandoned Meter Maintenance Fee.***
      - Remove: *"or if the owner is selling the property and will not be returning any time before the new owners take possession of the property".*
    - **ADD to Rules & Regulations: NO SHOOTING IN THE GREEN SPACES.**
  - o **The updates will be presented at the next meeting. The Board can make a MOTION at that time to approve the changes/clarifications to the Rules & Regs.**
  - c. NWWD has a customer who will be appealing the Board's decision not to change their monthly bill to \$15/month (Locked Meter Maintenance Fee) until the customer's home is built. (The tap was installed on the property in October 2025). The customer would like to set up a separate meeting with the Board members – she was unable to attend the BOD meeting today.
  - d. **Regarding the Locked Meter Maintenance Fee:** *We recently encountered the following issue:*
    - A property owner had their account set up as Locked Meter Maintenance Fee due to the property being put up for sale. Their realtor needed the water to be turned on for Inspection purposes. The Realtor must call the office to get the water turned on and the customer will be charged.
    - ***We need to change the Rules & Regulations to reflect that if a home is being sold, the account should be an active account, not a Locked Meter account. If the property is actively being shown, the account cannot be classified as Locked Meter Maintenance Fee – the customer needs to be charged for water usage.***

**VII. OPERATIONS REPORTS:**

- A. **WATER FACILITY OPERATOR REPORT – November 2025** (Dave Rabideau, Operator Responsible Charge)
- o see attached.
  - o **#12) Maintenance position.** (Having a 2<sup>nd</sup> person is very important.) Keith Saint-Peter, Water Operator, is presently not covering on-call hours with Dave Rabideau, ORC.
  - o Dave Rabideau has requested getting paid for "on-call hours", since Keith Saint-Peter will not be sharing the on-call responsibilities any longer. **\*DAVE RABIDEAU'S REQUEST TO BE PAID FOR ON-CALL HOURS WAS APPROVED BY THE BOARD OF DIRECTORS\***

- Discussion ensued regarding pay rate increase for Keith. If NWWD approves a raise for Keith, he would have to be on-call if Dave Rabideau, ORC, is not available (sick, vacation, etc).
- Suggestion: **Table this discussion until the January 2026 meeting** so Dave Rabideau has an opportunity to speak with Keith.
- **EMPLOYEE BONUSES:** It was suggested that the part-time office staff receive the same bonus amount as the full-time employees this year. Everyone has been working hard to get the office and NWWD garage (shop) cleaned up and running much more efficiently.
  - **MOTION FOR PART-TIME & FULL-TIME EMPLOYEES OF NWWD RECEIVE THE SAME HOLIDAY BONUS THIS YEAR by Director James Bierly. MOTION 2<sup>ND</sup> by Vice President Rick Williams.** Discussion. Vote. **UNANIMOUSLY APPROVED.**

**B. OFFICE REPORT: for November 2025:** (Debbie Palmisano, Office Secretary)

- **Delinquent Accounts:** presently 2 new accounts. (3 new accounts last month).
  - (12) credit card issues – (8) corrected
  - (3) Shut off Notices sent to customers – pmt. due before 11/19/25 or water shutoff @ residence
    - All (3) customers made payments of at least ½ bill to avoid shutoff
  - (4) accounts were Certified with Huerfano County for 2025.
- **2025 Safety Grant:** The Safety Grant was submitted for reimbursement on 11/17/25. We rec'd email 11/21/25 that the reimbursement had been paid, and reimbursement check was on its way (2-3 wks.)- (Reimbursement amount \$366.13 – total amount submitted \$732.26)
- **Annual Christmas Party:** We did not schedule a Christmas party for this year. Suggestion: Potluck luncheon after the new year – January 2026? Suggestion: Can we do a White Elephant gift exchange?
- **Office Door (inter-office):** Can we get a ½ door (Dutch door) for the entrance to the inner office? (For security reasons).
  - BOD's response: **YES.** Vice President Rick Williams volunteered to cut the present door and re-install as a Dutch door (12/12/2025) to save NWWD money.
- **Holiday Pay:** Deb & Susan requested taking off the day after Christmas (12/26/2025) rather than Christmas Eve as the paid holiday. (President Dave Rogers approved the change.)
- ***WE WILL NEED TO CHANGE THE NEXT REGULAR BOARD MEETING IN JANUARY TO THURSDAY, JANUARY 15<sup>TH</sup> @ 1:00 PM. (due to previous scheduled meetings).***

**C. PRESIDENT'S REPORT:**

- All items have been previously covered.
- Thank you to the Board of Directors and all the Office Staff for doing such a great job this year! There has been great communication! No complaints.
- Director Dan Palmisano also thanked President Dave Rogers for doing such a great job and going above-and-beyond to find answers/solutions to problems that have arisen during the past year.

**VIII. OLD BUSINESS:** None.

**IX. NEW BUSINESS:** None.

**X. ADJOURNMENT:** The meeting was adjourned at 3:50 pm. The next Regular Board Meeting will be held on Thursday, January 15<sup>th</sup> @ 1:00 pm.