



**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)**

**NAVAJO WESTERN WATER DISTRICT  
BOARD OF DIRECTORS REGULAR MEETING (Budget Hearing-Public Meeting)  
Thursday, December 12, 2024 - 1:00 PM**

**MINUTES**

(Approved 2025Jan16 BOD Regular Mtg)

**I. CALL TO ORDER**

The Navajo Western Water District Board of Directors Regular Meeting was called to order by President Dave Rogers on Thursday, December 12, 2024 @ 1:18pm.

**II. ROLL CALL**

The following Board members were present at the meeting: Dave Rogers, President; Gary Baldwin, Vice-President; Rick Williams, Treasurer; Daniel Palmisano, Director; Dave Rabideau, Water Operator; Susan Smith, Bookkeeper; Mary Samarzia-Bonham, District Office Administrator. **A quorum has been established.**

**III. READING/APPROVAL OF MINUTES – November 14, 2024, Regular Board Mtg**

President, Dave Rogers asked if the minutes needed any corrections or additions. Dan Palmisano asked, "What is the lease share maintenance for the Colter Ditch?" That is the price we pay for maintenance of that ditch. Anyone who has portions pays a maintenance fee. **MOTION TO ACCEPT Nov. 14, 2024, MINUTES made by Rick Williams, Treasurer. MOTION 2ND: Dan Palmisano, Director. UNANIMOUSLY ACCEPTED.**

**December 2, 2024, Special Board Meeting (Work Session-2025 Budget)**

Dan Palmisano, Director, asked if new wells are needed. Well #5 is a low-producing well, about 5 gallons a minute. Dave Rabideau thanked Dan for inquiring about the new wells. He doesn't think we will need new wells drilled in the next couple of years. **MOTION TO ACCEPT Dec. 2, 2024, MINUTES made by Gary Baldwin, Vice-President. MOTION 2ND by Rick Williams, Treasurer. UNANIMOUSLY ACCEPTED.** Dave Rogers, President, stated "The minutes are optional for a workshop."

**IV. PUBLIC – COMMENTS(s)**

**A. JERRY SHARPE MADE HIS PRESENTATION.** When Jerry purchased the property, they own a small area where the driveway goes to the water cistern then turns and comes onto his property. He spoke with Tom Northrup previously and established all his property points. The road is fully on NWWD property but it zags. If a truck is brought in, it would come onto his property, which is fine, however he thinks it would be a good idea to have a written agreement as to the right of way or the easement (the agreement can be developed). The agreement has been verbal to this point. Mary Samarzia-Bonham, Office Administrator, suggested calling our attorney ERB to write-up agreement. Discussion ensued.

Dave Rogers, President, stated that the NWWD is fine with that if you let us use the driveway. He also stated that San Isabel had a grant to do telephone poles. We should have some documentation allowing San Isabel to come inside the gate. Dave asked Mary Samarzia-Bonham, Office Administrator, to look for the paperwork from San Isabel.



#### IV. PUBLIC – COMMENTS(s) / B. Jerry Sharpe (cont.)

Dave Rabideau asked if Jerry needed a key to the gate. Jerry responded that Tom gave him a key because in the summer Jerry would go in and mow the grass inside and around the well. (Dave Rabideau will be the point of contact for the key).

**Dan Palmisano, Director, made a MOTION to DRAW UP A WRITTEN AGREEMENT ALLOWING ACCESS TO BOTH PARTIES.** Rick Williams, Treasurer, suggested that in the agreement should state who is liable if Jerry has a company come to his property and they have an accident? Jerry also stated that in the future he may want to do an upgrade to the driveway- who would pay for that? **MOTION 2ND by Rick Williams, Treasurer. WE WILL CONSULT AN ATTORNEY TO HAVE THIS AGREEMENT WRITTEN UP. UNANIMOUSLY ACCEPTED.**

**B. Water Overages – See VIII. REPORTS (X-Ref: Water Facility Operator Report for 2024 Nov)**

**V. ELECTION OF Debra Palmisano to the NWWD Board of Directors & Secretary of the Board** (Short recess to file appointment documents.) **MOTION by Gary Baldwin, VP, to appoint Debra Palmisano to the BOD.** Discussion ensued. Dave Rogers, President, “You can nominate someone to be on the Board until the Election.” **Gary Baldwin, VP, MOTION TO ASSIGN DEBRA PALMISANO TO FULFILL THE REST OF VANNA’S TERM, WHICH EXPIRES 2027. MOTION 2ND by Rick Williams, Treasurer. (If it turns out otherwise, we will make an amendment). UNANIMOUSLY ACCEPTED.**

#### VI. TREASURERS REPORT (Rick Williams, Treasurer)

##### A. Financial Reports November 2024 (For Approval):

The Net Income for Enterprise is \$3,829.31 and General Account is \$4,887.16 for a total of \$8,716.47 for November 2024. **MOTION TO APPROVE THE NOV. 2024 BALANCE SHEET by Gary Baldwin. MOTION 2ND by Dan Palmisano, Director. UNANIMOUSLY ACCEPTED.**

##### B. Bookkeepers Report (Susan Smith, Silver Mountain Bookkeeping):

Susan Smith will be submitting a letter of engagement at the January meeting. She will not be attending all BOD meetings- only if necessary.

2025 Budget: Raised the amount for Property/Liability Insurance, Workman’s Comp Insurance, Payroll to include Health Insurance, Operations & Maintenance Savings.

#### VII. PUBLIC HEARING

##### A. Public Hearing for 2025 Budget & Potential 2024 Budget Amendment (if necessary)

General Fund: Higher Mill Levy to get more tax money, added Mineral Lease as a new line item, Office Admins salary to be split: 10% General Fund, 90% Enterprise, reduced Bookkeeping services, added Election Expense.

Rick Williams, Treasurer, signs the 2025 Budget.

##### B. Resolution RE: Approval of 2024 Budget Amendment (if necessary)- - Not necessary

**C. Resolution RE: Approval of 2025 Budget, Appropriation of Funds Certification of Mill Levy-**  
- Dave Rogers, President, read the entire resolution. A correction was made on a decimal vs a comma (doc.)

##### D. Other - None

**MOTION MADE TO ADOPT THE 2025 BUDGET by Gary Baldwin, VP. MOTION 2ND: Dan Palmisano, Director. No further discussion.**



## VIII. REPORTS

**A. Water Facility Operator Report (Dave Rabideau, Water Operator)- Nov. 2024:** Very busy month. (See attached list per Dave Rabideau)

Water Overages: Articles of Resolution for Nov 2024: (Dave Rabideau, Water Operator):

**#1) 495 Commanche Drive-** Dave read the letter submitted by the owner for forgiveness of \$250 overage fee. Discussion. **MOTION TO WAIVE THE \$250 OVERAGE FEE by Dan Palmisano; MOTION 2ND by Rick Williams. UNANIMOUSLY APPROVED.**

**#2) 144 Badger Drive -** Dave read the letter of forgiveness by the owner. There was no leak. He checked the meter. The family had relatives over which had an RV. They were over 2,000 gallons. Discussion. **MOTION TO WAIVE THE \$250 WATER OVERAGE FEE ONE TIME by Dan Palmisano. MOTION 2ND by Rick Williams. UNANIMOUSLY APPROVED.**

Dave Rogers, President, commended Dave and Keith, Water Operators, from NWWD customers for doing such a great job. Things have been going smoothly during the fiber optic installation. We have agreed to keep Tom Northup on for consult until AFTER the fiber installation completed (we have a contact to keep him on as needed). **Dan Palmisano suggested we revisit Tom's consulting contract after May and after the Fiber Optic Installation is completed.**

### **B. President's Report: (Dave Rogers, President)**

1. Engagement Letter from Gregory Viergutz, CPA, CCM for the Districts Application for Exemption from Audit for 2024. Dave Rogers read the letter. Discussion. **MOTION TO APPROVE THE LETTER OF AUDIT EXEMPTION by Gary Baldwin, VP. MOTION 2ND by Dan Palmisano, Director. – UNANIMOUSLY APPROVED.**

2. Dave Rogers, President, reported there has been an issue having checks deposited in a timely fashion. He suggested checks be deposited weekly.

## IX. LEGAL MATTERS

### **A. Designated Election Official (Resolution for BOD signatures)**

Dave Rogers, President, read the resolution letter. No discussion. **MOTION TO ACCEPT AARON DAN HARPER AS OUR DESIGNATED ELECTION OFFICIAL by Dan Palmisano, Director; MOTION 2ND by Gary Baldwin, VP. UNANIMOUSLY ACCEPTED.**

## X. NEW BUSINESS

#1) Susan Smith, Bookkeeper, would like the Board of Directors to approve checks to be written over a capped amount (ex. \$1,000). Susan will still process the regular utility bills. Discussion ensued. Susan will bring more info to the January meeting.

#2) WELL #5 need to be redrilled? Only 5 gallons/minute output. Dave Rabideau is trying a few ideas and will report at next BOD meeting.

#3) Access Road to Water Tank on Shawnee Circle. The Santospage's have had Fed Ex/UPS drivers driving across their property and/or leaving their packages at the water tower. Can access road be blocked? Dave Rabideau will look into.

#4) Bookshelf and VCR Rack are overflowing. Bookshelf belongs to the HOA. Dave Rogers, President, will call Josh @ HOA and tell him not accepting any more donations. Discussion. Dave Rogers will take DVDs to Veterans. Debbie Palmisano will take books to the Libraries.

#5) Election Forms are needed. Sam will get these.

#6) Christmas Party- December 19th @ 1:00pm. Discussion. Rick Williams-main dish, Dave Rogers-salad, Dave Rabideau-garlic bread, Dan P-dessert.

## XI. ADJOURNMENT

**MOTION TO ADJOURN @ 3:13PM by Daniel Palmisano; MOTION 2ND by Rick Williams, APPROVED.**

Respectfully submitted, Debra Palmisano, Secretary