

NAVAJO WESTERN WATER DISTRICT

BOARD OF DIRECTORS

REGULAR MEETING

Thursday February 13, 2025 - 1:00 pm.

MINUTES

I. CALL TO ORDER

The Navajo Western Water District Board of Directors Regular Meeting was called to order by Dave Rogers-President, on Thursday, February 13, 2025 @ 1:01 pm.

II. ROLL CALL

The following Board members were present at the meeting: Dave Rogers, President; Gary Baldwin, Vice-President; Rick Williams, Treasurer; Dan Palmisano, Director; Debra Palmisano, Secretary; Dave Rabideau, Water Operator; "Sam" Bonham, District Office Administrator. **A quorum has been established.** Also in attendance: Dan Harper (DEO), Randy Wilson (HOA Architectural Committee), Monty Morgan, Candice Mulrain, Cheryl Rogers, Don Dutton, Deb Greer.

III. READING/APPROVAL OF MINUTES - JANUARY 16, 2025: Dave Rogers, President, asked if the minutes needed any corrections or additions. **MOTION by Dan Palmisano-Director, to ACCEPT THE MINUTES OF JANUARY 16, 2025. MOTION 2nd by Rick Williams-Treasurer. (Vote). UNANIMOUSLY ACCEPTED.**

IV. PUBLIC - COMMENTS:

A. Monty Morgan presented an encroachment issue to the Board (see attached letter/map to the Board). Randy Wilson-HOA Architectural Committee- stated that Mr. Morgan's house and 2nd garage was built in 1997 and the Land Company approved the land/garage. (The structure has been this way for 30 years.) The edge of the garage must be 30 feet back from the line. **The HOA Architectural Committee is willing to give a variance for the property owner. Mr. Morgan stated he will get Board approval before he goes to the County for filing.**

- *Dave Rogers-President suggested that the NWWD give the homeowner 30 feet to extend his property (into the Green Belt). The NWWD will deed the extension of property to Mr. Morgan after receiving the drawing/report of the new line from the Surveyor. MOTION by Gary Baldwin-VP, TO DEED 30 FEET TO*

MR. MORGAN AFTER THE SURVEYOR'S REPORT IS SUBMITTED BY MR. MORGAN TO THE BOARD FOR FINAL APPROVAL. MOTION 2ND by Rick Williams-Treasurer. (Vote). UNANIMOUSLY APPROVED. (The BOD will make a RESOLUTION and re-visit after the Surveyor's report is submitted.)

B. WATER OVERAGES: 2 Overages for January 2025.

#1) 216 Kiowa Place- Overage reported in December 2024-Dave Rabideau-Water Operator, checked and no leak was discovered and there was no movement on the meter. The reading for January was higher than December 2024. The property owner, was in attendance at the meeting and stated the he and Dave Rabideau-Water Operator, believe the R.O. UNIT in the home is running all the time-maybe a valve? (They could not find a leak). **MOTION by Dan Palmisano-Director, TO WAIVE THE \$250 OVERAGE FEE. MOTION 2ND by Rick Williams-Treasurer.** Discussion ensued. Vote was taken. **UNANIMOUSLY APPROVED.**

#2) Filing #2, Lots 153 & 154 (Kiowa Place)- a letter was submitted to Dave Rabideau-Water Operator, by the customer. There was a leak and it has been repaired. The billing address was wrong on the account so they did not receive their bill(s) on time and asked if the NWWD BOD would waive the Overage and Late Fees. **MOTION by Dan Palmisano-Director TO WAIVE \$500 OVERAGE FEE. 2ND MOTION by Rick Williams.** Discussion ensued. Vote was taken. **AMMEND MOTION TO WAIVE LATE FEES ALSO by Dan Palmisano-Director. 2ND MOTION by Debra Palmisano-Secretary.**

V. TREASURER'S REPORT: (Rick Williams-Treasurer) No Report available for January 2025. (Susan Smith-Silver Mountain Bookkeeping resigned the beginning of February. Her final bill has been submitted to Dave Rogers-President.)

VI. REPORTS:

A. Water Operator Report (Dave Rabideau-Water Operator) for January 2025. -

#3) Monitoring System: Internal Gateways End-Of-Life is March 2025. Dave Rabideau asked Ty Royal for a revised estimate for a new monitoring system. The Gateway boxes need to be replaced (7 total). (Ty Royal quoted \$173,000 for a COMPLETE OVERHAUL OF THE SYSTEM). Dave Rabideau feels we need to look into immediately and will reach out to Ty Royal and have more information for the Board at the next meeting in February.

#5) The Generac Generator will be installed in March. Dave Rabideau & *Keith Saint-Peter* will pour the concrete pad and save the NWWD \$600.

#9) The motor went bad on Well #5- it stopped pumping. (It was only pumping 5 gals/minute). We need a new pump. Dave Rabideau will continue to test and report back to the Board next month.

#12) We need a new Water Heater in the Men's Room at the NWWD Office. (The unit is 10 years old.) **MOTION TO PURCHASE A NEW WATER HEATER**

(NOT TO EXCEED \$300) by Gary Baldwin-VP. 2ND MOTION by Rick Williams-Treasurer. Discussion. Vote. UNANIMOUSLY ACCEPTED.

#13) Dave Rabideau's truck door had damage due to the wind catching it and bending the door frame. Dave took pictures of the damage and Sam called the Insurance Company.

B. Designated Election Officer Report: (Dan Harper) The deadline for self-nomination forms to be turned in is February 28, 2025. The write-in candidate forms are due before the close of business on March 3, 2025. Three packets for self-nominations were given out. If no more than three candidates submit nomination forms by the close of business on March 3, 2025, there will be NO ELECTION. ***The DEO will then file with the Secretary of State.*** If only two candidates the Board will call for appointments for (1) 2 year seat and (2) 4 year seats. The candidate must be a resident of Navajo Ranch and cannot be a term-limited candidate.

C. District Office Administrator Report: ("Sam" Bonham):

1) HR Update: The Office Assistant position has been posted in the newspaper. We have only had 2 applicants. Both applicants stated the salary was low for the position. The ad ran in the World Journal for 2 weeks (\$247/week)- the ad was very lengthy and expensive. Discussion ensued.

- "Sam" Bonham-District Office Administrator, requested having this discussion regarding the newspaper ad and the Office Assistant position at another meeting. Further discussion ensued.
- **MOTION TO TERMINATE "SAM" BONHAM-DISTRICT OFFICE ADMINISTRATOR, IMMEDIATELY by Gary Baldwin-VP. 2ND MOTION by Rick Williams-Treasurer.** More discussion ensued. (Vote). **UNANIMOUSLY ACCEPTED.**
- Dave Rogers-President, requested a 15-minute Recess. **** NWWD BOARD OF DIRECTORS MEETING IS IN RECESS FOR 15 MINUTES.**
- **** NWWD BOARD OF DIRECTORS MEETING RESUMED @ 2:46 PM.- DISCUSSION ENSUED:**
- Dave Rogers-President, will be in the office tomorrow @ 9:00am. He will answer the phones and take payments. Dave also mentioned that Susan Smith-Silver Mountain Bookkeeping, would probably come in to do checks if he asked her to.
- Candice Mulrain & Cheryl Rogers both volunteered to help out covering the office if needed in the interim.

- The Office Assistant position ad will stop running in the newspaper immediately. Dave Rogers-President will put new ads in the paper. The Board will determine when to set-up interviews.
- Suggestion: We should change the Job Titles immediately to OFFICE MANAGER & OFFICE ASSISTANT.
- We need to notify the Bank asap to take “Sam” Bonham off as signatory for NWWD. (2 people are needed as signatories on checks). Dan Harper deleted “Sam’s” NWWD email access, etc.
- Dave Rabideau-Water Operator brought to the attention of the Board that a tax credit that he should have received in 2024 was reported wrong to the IRS and now he needs to pay \$1,583 to the IRS due to this error. **MOTION TO REIMBURSE DAVE RABIDEAU \$1,583 FOR ERROR MADE TO THE IRS by Dan Palmisano-Director. 2ND MOTION by Rick Williams-Treasurer.**
- Suggestion: Should we purchase a cement-filled door to replace the access door to the inner office? How much would it cost? The present door can easily be opened or broken into.
- Dave Rogers-President asked the Board if we should bring Susan Smith back part-time until we get a new office person? She could do the Billing, etc. Suggestion: Could we bring her back on an “interim basis”? **MOTION TO BRING SUSAN SMITH-SILVER MOUNTAIN BOOKKEEPING BACK ON AN INTERIM BASIS by Dan Palmisano-Director. 2ND MOTION by Gary Baldwin-VP.**

MOTION TO ADJOURN by Dan Palmisano-Director and MOTION 2ND by Rick Williams-Treasurer @ 3:55pm.

Respectfully submitted,

Debra Palmisano, Secretary

Attachments: - Letter/map-Encroachment issue-Mr. Morgan

- Water Operator’s Report