



NAVAJO WESTERN WATER DISTRICT

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**NAVAJO WESTERN WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING**

Thursday, June 13, 2024 - 1:00 PM

MINUTES

(Approved 2024Jul11BOD Mtg)

I. CALL TO ORDER

The Navajo Western Water District Board of Directors Meeting was called to order by President Dave Rogers on Thursday, June 13, 2024, at 1:00pm.

II. ROLL CALL

Roll Call found the following Board members present: President Dave Rogers, Vice President Gary Baldwin, Secretary Vanna Morningstar, Director Dan Palmisano, and Treasurer Rick Williams. **A quorum has been established.**

III. PRESENTATION BY WITS (Dan Harper-CEO)

Dan reported a cyber security attack had occurred in his office on his site. The firewalls worked! No threat to NWWD, and the arrest of the perpetrator was made. He suggested the need for an off-site back-up of the computer/security systems and the need for a maintenance contract with NWWD. His proposal of \$350.00 per month does not include Wi-Fi at the tank sites. Vice-President Gary Baldwin **made a motion to approve the proposal.** Secretary Vanna Morningstar seconded, and the **motion was unanimously passed.**

IV. READING/APPROVAL OF MINUTES – June 13, 2024, BOD Regular Board Mtg.

(Vanna Morningstar, Secretary)

President Dave Rogers asked if the Minutes had any corrections or additions. Vice-President Gary Baldwin **made the motion to approve the Minutes as presented.** Director Dan Palmisano seconded; the **Minutes were unanimously approved.**

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

A. Financial Reports – May 2024 (for Approval) - Treasurer Rick Williams presented the Reports for May 2024. Net income for May 2024 was \$16,850.97. **The motion to approve the Treasurer's Report was presented** was made by Secretary Vanna Morningstar. Vice President Gary Baldwin seconded, and the **Treasurer's Report accepted as read.**

B. Bookkeeper's Report (Susan Smith, Silver Mountain Bookkeeping) Bookkeeper Susan Smith researched the WITS proposal/expenditure to NWWD budget and reported that due to unexpected income, the expense can be covered. Susan also reported that an overage of funds is left from paying off the truck loan. Vice-President Gary Baldwin **suggested to make a resolution to use this amount(s) to cover the WITS proposal.**

V. REPORTS

A. Water Facility Operator Report – For 2024 May (Dave Rabideau, Water Operator)

Dave Rabideau presented his report (see attached). Another very busy month for Dave! Dave asked the Board to have an interview date for applicant(s) who applied for the Maintenance Worker position.



V. REPORTS (cont.)

Water Overage(s): Three (3) customers were discussed for forgiveness regarding Overage Penalty Fees. Two (2) customers had verified leaks by Dave. Director Dan Palmisano **made the motion to forgive the Overage Penalty Fee on the first customer.** Treasurer Rick Williams seconded, **and the motion unanimously passed.** The second customer verified leak customer – Vice President Gary Baldwin **made the motion to forgive the Overage Penalty Fee.** Treasurer Rick Williams seconded, and the **motion passed unanimously.** Dave had checked the meter at the 3rd property, which showed no leaks. Director Dan Palmisano **made the motion to deny the Overage Penalty Fee forgiveness request.** Vice President Gary Baldwin seconded, and the **motion passed unanimously.**

B. President's Report (Dave Rogers, President)

President Dave Rogers informed us that cyber-attacks are on the increase, and they are targeting smaller districts and maintenance facilities.

C. Office Administration ("Sam" Bonham, Ofc. Adm)

"Sam" presented the draft of the Semi-Annual Newsletter to customers. Very informative!

VII. OLD BUSINESS

A. HR: Approvals of – NWWD Employee Handbook/Related Forms, Job Descriptions (2)
NWWD Employee Handbook – Secretary Vanna Morningstar **made the motion to approve the Employee Handbook** and Gary Baldwin seconded. **The motion passed unanimously.**
Job Descriptions (2) – Secretary Vanna Morningstar **made the motion to approve the District Office Administrator Job Description**, Treasurer Rick Williams seconded. **The motion passed unanimously.** Secretary Vanna Morningstar **made the motion to approve the Maintenance Worker Job Description**, Vice President Gary Baldwin seconded; the **motion passed unanimously.**

VIII. NEW BUSINESS

A date will be set for the Board to interview applicant(s).

IX. ADJOURNMENT

here being no other business before the board, Vice President Gary Baldwin made the **motion to adjourn the meeting.** Treasurer Rick Willims seconded; the meeting was **adjourned at 3:44pm.**

Respectfully submitted,
Vanna Morningstar, Secretary

Attachment: Water Operator's Report (for May 2024)