



**NAVAJO WESTERN WATER DISTRICT
BOARD OF DIRECTORS REGULAR MEETING
Wednesday August 09, 2023 - 1:00 PM
MINUTES
(Approved 2023Sep13 BOD Mtg)**

I. Call To Order

The Navajo Western Water District Board of Directors Meeting was called to order by President Dave Rogers on Wednesday, August 9, 2023, at 1:04p.m.

II. Roll Call

Roll call found the following Board Members present: President Dave Rogers, Treasurer Susan Smith, Vice President Gary Baldwin, and Director Rick Williams. Secretary Vanna Morningstar has an excused absence. **A quorum has been established.**

III. Public Session

Two customers introduced themselves. President Dave Rogers answered/ explained any questions.

IV. Reading of Minutes of July 12, 2023 (Public and Regular Board Meeting)

President Dave Rogers asked if the minutes had any additions or corrections. The sign-in sheet was included and will be posted on the website with the minutes. **Vice President Gary Baldwin made a motion to accept the minutes as presented, Director Rick Williams seconded. The minutes were unanimously approved.**

V. Treasurer's Report (Susan Smith, Treasurer)

Treasurer Susan Smith reported that the July report was not ready to present. She spoke to the County Treasurer, who explained questions from Susan. When the County Treasurer's report comes in, and a check from October 2022 for \$724.00 that was not received, she can present July 2023 for approval. Our net income for June is \$22,566.80, which includes the income from the County Treasurer. Our total revenues through July were budgeted at \$129,000 and our actual is \$194,000. That is because the budget was set before our rate increase. That difference will go into a savings account for infrastructure repairs. Susan presented these figures, which include the income from the county for property taxes: February net income 21,201.84 / March net income \$31,518.09/ April net income \$19,539.33 / May net income <\$1,297.50> (due to \$7,000 cost of back ordered meters and large payroll expenses) / June net income \$22,566.80. **Vice President Gary Baldwin made the motion to approve the figures as presented, Director Rick Williams seconded, and the motion was accepted.**

VI. Technician's Report (Tom Northup, Water Facility Operator)

See attached report. Tom Northup reported that he took the required samples to the Lab in Alamosa and results will be back soon. Due to the good quality of our water reports, our limits were raised from 1-3 years to 3-5 years.

Tom announced that as of January 31, 2024, he will be retiring. This job requires Class D Licensing.

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

President Dave Rogers thanked Tom, Susan, and "Sam" for everything they have been accomplishing.

President Dave Rogers explained his research of the By-Laws and history of NWWD (documents that were in the safety deposit box).

Attorney Jeffrey Erb, who is a Special District attorney, has sent an engagement letter. His fees were presented. **Treasurer Susan Smith made a motion that someone contact this lawyer to get NWWD Rules and regulations up to date. Director Rick Williams seconded, and the motion was unanimously approved.**

VIII. Office Report ("Sam" Bonham, Adm. Asst.)

Rural Billing System is in negotiations with a company to process ACH payments. The ACH would require \$25.00 a month from NWWD if we offered that service to our customers. The customers would be charged \$2.00 to set up their account to have their bills paid automatically or ACH.

IX. Old Business

Janitorial contract: Sina Johnson from Cleaning Connections has applied. She is bonded and insured. Her fee is \$35.00 per hour, and she supplies all cleaning supplies. **Treasurer Susan Smith made a motion to hire Cleaning Connections to take care of janitorial cleaning in the NWWD Office building.** Discussion: President Rogers asked how many hours a month to set, suggesting 4 hours per month be the cap. Anything over that requires Board approval. **Treasurer Susan Smith made an amendment to the motion to include the 4 hours a month cap and anything over that would require Board approval. Vice President Gary Baldwin seconded. Cleaning Connections was approved as the new janitor.**

President Dave Rogers is planning to have Lola Spradley (with Economic Development) to talk about Proposition HH at our October Board meeting.

X. New Business

President Dave Rogers read a letter of appeal to waive the overage fee of \$250.00 from customer Harold Nylander IV due to a leak. Tom Northup verified it was a valid leak.

Tom said he had another customer (Theresa Dickson) with a leak. He had them turn the toilet off. They have no past history of being over, but no letter of appeal had arrived as of the Board meeting.

Vice President Gary Baldwin made the motion to dispense with \$ 250.00 fees, Director Rick Williams seconded, and the motion was unanimously approved.

The Board was presented cost options for legal counsel with Colorado Regional CPS HR. **Treasurer Susan Smith made the motion to use Deanna Heyn and her team at an hourly rate to accomplish our HR needs and revisit next year, Director Rick Williams seconded, and the motion was unanimously approved.**

Delinquent accounts: President Dave Rogers suggested use of a collection agency. A collection agency would keep a percentage, but we would still get our money. After discussion, **Treasurer Susan Smith made a motion for "Sam" to look for collection agency contracts and prices to**

X. New Business / Delinquent Accounts (cont.)

present to the Board at our next meeting. Vice President Gary Baldwin seconded, and the motion was approved.

VIII. Adjournment

There being no other business before the board, **Vice President Gary Baldwin made a motion to adjourn. Treasurer Susan Smith seconded. The meeting was adjourned at 3:20 p.m.**

Respectfully submitted,
Vanna Morningstar, Secretary

Attachment: Water Operations Report (Jul 2023)

VM:msb