

## NAVAJO DAM DOMESTIC WATER CONSUMERS & MUTUAL SEWAGE WORKS COOPERATIVE

**MINUTES FOR THE ANNUAL MEETING OF JANUARY 13<sup>th</sup>** called to order at pm 2:04. Location: Navajo Dam Fire Station. **By: President** Craig Pilley, **Proof of quorum, Board members in attendance:** Nancy Abercrombie, John-Olav Johnsen, Shelley Karcher, and Madeline Henry. **Staff In Attendance:** Garnet Akers, Teresa Brevik (via phone) **Association Members in Attendance:** Leo & Pat Hendricks, Ruth DuVal, Bambi Pilley, Shon Karcher. **Guests in Attendance:** Stacy Willey.

**Read and Vote on the annual minutes from January of 2023.** -Madeline Henry read the annual minutes from January 14<sup>th</sup> of 2023

**Nancy Abercrombie made a motion to accept the January 14<sup>th</sup>, 2023, minutes, John-Olav Johnsen seconded the motion. The vote to approve was unanimous.**

### **ON GOING BUSINESS:**

**PLANT REPORT:** This year at the plant things have gone quite well. The techs have done a great job, we have stayed in compliance for the **ENTIRE year**. All our quarterly water testing/samples have all come back great this year as well.

Keeping intake structure cleaned out and some protection barriers in place to keep fish out. With those actions we have been compliant and stayed so. Regarding our sanitary survey, we're good for another 3 years.

Craig asked Teresa about a matter that had previously come up earlier in the meeting. Leo Hendricks had asked about a check valve between the tank on the top of the hill. Teresa explained that the only check valve is at the plant itself.

### **2024 BUDGET:**

Stacy from Shance Chance CPA office addressed the association:

Starting out with finances, we're breaking even again this year, due to our grant expenditures. Last year we budgeted \$162,500 in expenditures, and in our revenues \$162,500. We received \$231,139. \$56,000 of that was the grant reimbursement/expenditures. There is still \$20,000 that Stacy needs to turn in for grant. 2023 we only \$148,760, you can see where we spent \$245,000 up the budget expenditures. That was mostly due to grant reimbursements.

Upped this year's budget to \$185,400. Due to new people coming in and people showing interest in buying land out here. Stacy was careful not to up the budget too much, because we don't want to red flag ourselves with the state. On expenditures for this year Stacy budgeted for \$162,360.

In regards for the remaining balance in the grant fund that needs to be depleted, use that money for the concrete pad/walkway. We don't want to give the state money back if we can help it.

Shelley asked Craig if the grant for the tank is separate from the building grant, Craig said yes. WE were given a \$90,000 grant for the records lock up and \$900,000 for the water tank. We have 5 years to complete the tank project. This year will even back out because we'll get that grant money reimbursed.

Stacy said that we need to watch our spending this year. Make lists for Inventory to have on hand to eliminate the need to run to town and spend money on gas, parts etc. Stacy said that this year won't see the grant reimbursements and expenditures.

Stacy's wanted to be as transparent as possible and explained that this year saw a lot of changes for their firm and for CPAs in general. As a firm they do not have the manpower and were over capacity as far as clients were concerned. They decided to review their clients and many of them had to be cut as they were unable to handle that many accounts. This year will see some changes, for our account as Navajo Dam Water Association Stacy proposed to up the bill this year due to the grant work and how many hours Stacy put in; they ended up under charging \$1294.00 plus tax this includes everything. Coming to a total of \$1400.00 a month.

Nancy Abercrombie: Asked what Madeline Henry and herself could do to help Stacy out? As far as billing goes. Stacy said that she's mulled this over and explained that this is too much of a cost-effective issue for the community. Madi helping Stacy would involve getting Madi the software necessary to be compatible with Stacy and we could both see what the other is doing. Plus, how it works from their end as a CPA firm wouldn't completely line on my end. Stacy said she can't really have Madeline help without having to do a duplicate a lot of work. Because Stacy has an entirely different platform than Madi does.

Bambi Pilley asked if there is any way we can eliminate or condense the number of paper bills that go out. Based off who is paying their bill online and who is not. Madeline Henry said that she would write a letter or something to the residents and get the ball rolling to eliminate some cost where we can.

Craig Pilley said that we need to leave well enough alone as far as billing was concerned. Stacy agreed. If there is something that Madeline can do, she will let her know.

Stacy said in the worst-case scenario Madeline may receive calls or emails regarding a late bill here or there or a late DFA report. Stacy said that they upped our bill total to \$1294.00 plus tax for a grand total of \$1400.00 per month.

Craig asked that Stacy stay in touch, keep an open line of communication with Madeline as much as possible. Stacy and Madeline said they will make that happen via phone or email like they did the year before.

**John-Olav Johnsen made the motion to approve the accountants 2024 contract and the 2024 budget. Also, to work on eliminating paper bills if applicable. Madeline Henry seconded the motion. The vote to approve was unanimous.**

#### **BUILDING UPDATE:**

Our electric pole is finally set, thanks to the floodplain coordinator, held this project up for months. The floodplain coordinator set stipulations for the records building that we must meet. 1.) We must store our records 3ft above the floor, 2.) Install 4 flood vents that operate on a float system with metal mesh screens that keep rodents out. 3.) We must provide photos of the vents installed as specified. 4.) Once the vents are purchased, they give you a certificate and we must give that certificate to the floodplain coordinator.

Craig said that in his opinion, this is just someone trying to bully their way around. Craig has a map of the floodplain, and we are not in the floodplain. Our elevation survey proves that as well. Craig suggested that we not meet these demands and push back a bit. We can demand that they bring everyone else in the valley up to code too.

Ruth Duval asked when the building would be complete. Craig said it's just a matter of the electrician getting out here and wire everything in, so about a day's work and finding a day that works for Steve to get out here. Craig explained that we have until the end of March 2024 to complete our building project. The last thing we need to do is pour a concrete pad going from the records building to the plant, for bathroom access.

Craig gave an update about the tank project. We have up to 5 years to complete the tank project. Craig said we'll move on that sometime after the records building is complete. But we will solicit 3 bids as required by the state and those bids will include absolutely everything from start to finish.

### **NEW BUSINESS:**

#### **Vote On General Journal Entries:**

Stacy had the general journal entries - the journal entries need to be done for the state audit every year.

**Nancy Abercrombie made a motion to approve the general journal entries for 2024 and John-Olav Johnsen seconded the motion. The vote to approve was unanimous.**

**UPDATE TO BY LAWS:** Madeline Henry read through the most notable changes for the 2024 by-laws. The attendees were given a copy of all the changes being made this year, so they could follow along.

**John-Olav Johnsen made a motion to accept the updates to the 2024 By-Laws. The motion was seconded by Madeline Henry. The vote to approve was unanimous.**

**ELECTION/ BALLOTS:** Ruth DuVal and Stacy Wiley offered to count our ballots.

**\*\*\*We had an intermission while the ballots were counted.\*\*\***

Ruth and Stacy announced that Craig Pilley and Nancy Abercrombie tied with 49 votes each.

Leo Hendricks had 29 votes.

The meeting attendees asked if the board could stay as is. With Craig Pilley as president and Nancy Abercrombie as Vice President and Madeline Henry as secretary.

**John-Olav Johnsen made a motion to elect Craig Pilley as president and Nancy Abercrombie as Vice President and Madeline Henry stay on as secretary. Leo Hendricks seconded the motion. The vote to approve was unanimous.**

### **OLD BUSINESS:**

**DISCUSS ACCOMPLISHMENTS: This item was discussed thoroughly throughout the meeting and is no longer needed.**

### **CLOSING COMMENTS OR QUESTIONS**

**Motion made by John-Olav Johnsen to adjourn the meeting and the motion was seconded by Nancy Abercrombie. Meeting adjourned at 3:40 pm. The vote to adjourn was unanimous.**