

NAVAJO DAM DOMESTIC WATER CONSUMERS & MUTUAL SEWAGE WORKS COOPERATIVE, INC

Agenda of August 13th, 2024, Location: 4B rd.42670(records building, next to the plant) Meeting brought to order by: Craig Pilley at 1:08 pm. Proof of quorum, board members present: Craig Pilley, Nancy Abercrombie, Shelley Karcher, John-Olav Johnsen and Madeline Henry Staff in attendance: Teresa Stevens. Association Members in attendance: N/A. Guests in attendance: N/A Members or Guests addressing the board: N/A

VOTE ON JUNE 11th and July Overview MINUTES: The board reviewed these minutes via email. John-Olav Johnsen made a motion to approve the minutes, and the motion was seconded by Shelley Karcher.

ON-GOING BUSINESS:

Plant Update/Tank Project Update:

Plant is running great, hopefully next year we can get another pump. Because the pump we got a few months ago has really worked wonders for our plant. The RFP was sent to everyone who requested. The walk through is scheduled for the 28th at 10 am.

Madeline Henry will send out a notice to the community that the board members will be present at the walk through.

The RFP was sent to 4 companies and once Madeline Henry gets the RFP, in the newspaper there may be other companies. In the newspaper article with the RFP, she will include Teresa's contact information in case anyone has questions or concerns. They know its grant funded but no specifics monetarily have been brought up. It is public information. Teresa is hoping to have construction start in the Spring sometime. Nancy asked if there was room up there for another tank as she did not feel that there was. Teresa said that she felt that there was plenty of room and there may not be space to walk between them, but the engineers would be able to make it work without a doubt.

Teresa also mentioned that on the grant information we have the option to purchase more land with the grant monies.

Teresa asked if Madeline Henry has been able to set up a conference call with the accounting software and beacon/badger?

Madeline had to pass that to Stacy as Madi has none of the information necessary to access anything on either account. Madi and Stacy are trying to get that together. Teresa said that she will be more than happy to speak to both companies and explain the issue. But we need to have both parties present. Teresa having dealt with a similar issue with a few other rural water associations, she knows it is an issue with the accounting program. Madi mentioned that Stacy does request that this happen on a Friday when she is off so that way, she can completely give this matter her undivided attention without interruption of office noise or foot traffic. Tressa said that was fine with that as she can be available via phone for this matter at pretty much any time. Shelley said that in her opinion Teresa needed to be present for that conference call along with Stacy and the two companies. To assist and explain the situation with her first-hand knowledge and experience with this issue.

Meeting w/ Shane Chance:

Due to the meter issues and the recent audit and other concerns the board members feel that it is necessary to meet with Shane Chance, the owner of the accounting office we use.

John -Olav Johnsen made a motion to have a meeting with Shane Chance concerning our account and Nancy Abercrombie seconded the motion. The vote was unanimous.

Expense Reports: John-Olav Johnsen made a motion to approve the expense reports and Nancy Abercrombie seconded the motion. The vote to approve was unanimous.

Meter Update: Already covered in Teresa Stevens Plant and RFP Update.

NEW BUSINESS:

Fire Hydrant Access:

Leo Hendricks approached Craig Pilley about the hydrant behind his brother in law's home (Fred Wagner). Once Freds son takes over the property, he will fence off everything. Leaving us without access to the fire hydrant. Craig brought up ONX maps to see if there was an easement that we can claim. ONX did not show this. However, Shelley said she would look at the plats she has of the community and try to locate an easement. John-Olav suggested that we cap that fire hydrant and move it to the corner of 4267. That way we don't have to mess with easements or potentially making people fences. Craig stated that this is something we need to have on the back burner, nothing urgent.

WIFI for Records building:

Craig Pilley asked the board what we thought about getting star link in the records building. Since no one has service down there. Meetings when people need to call in internet would really be helpful. Craig has star link at his home and expressed how pleased he has been with his service thus far. You do have to buy your own equipment, and it has a monthly fee of about \$70 a month. John-Olav and Shelley Karcher mentioned cell boosters as an option as well. They're about \$300. The board agreed that the records building and the plant itself really does need something reliable.

Madeline Henry will call star link as well as look into getting cell booster and get an estimate for the records building and email the information received to the board. The board will decide at a later date once we have more information on the above options.

Refinance Update/ BLM BANK:

The refinance was approved and made official a few days before the annual payment was due. As for BLM: Madeline Henry contacted the associations bank and requested every single transaction/payment that pertained to BLM. The bank was able to go back as far as 2015 to 2024. The past 2 years there is not any payments going to BLM. But there was a transaction back in 2022 and it was returned on BLM's side back to our account. There was no explanation as to why, but we do have the hard copy proof of that instance. Nancy mentioned again that BLM is working on a new system, and they stated that they do not want to accept any payments until that new system is in place.

Build the shelves:

Madi brought it up to Craig that her grandfather, Tim Joyce offered to put up the shelves at the records building. Craig brought it to the board and asked their thoughts of also compensating him. Nancy suggested the amount of \$20 an hour.

Nancy Abercrombie made a motion to hire Tim Joyce and pay him the hourly rate of \$20 an hour. The motion was seconded by John-Olav Johnsen. The vote to approve was unanimous.

Coin Op-

Madeline Henry mentioned that she has been getting a few calls regarding the water salesman. One customer called and sent a quote for a replacement part for the coin op. It's \$80 and that should help with the coins jamming. Hopefully. The board agreed it was worth a try.

Audit: Lee Baldwin -

Mr. Baldwin broke down the tier and we are tier 4 which is based off a yearly income of \$250,000 or less. He thoroughly explained his procedure and every aspect that he and his team went through. He then walked Craig and I through those steps and what they found reviewing each criterion. On August 13th, since Mr. Baldwin drove from Santa Fe to the meeting. There was no quorum.

Craig explained that there were 2 findings that came up and 1 was the fact that while building the records building, we did not get 3 bids for everything while building the records building. Craig explained that, being so rural, we are unable to obtain 3 bids most of the time because a lot of companies feel that it isn't worth their time to come all the way out here. Lee Baldwin understood and said that if there was sufficient documentation showing that we tried to solicit 3 bids that will be a non-issue. The other issues involved after the fact P.O. (purchase orders) also a DFA report that showed inaccurate balances. Nancy asked if that DFA report was from the past year or a rollover from the previous administration. From what Craig and Madi could recall it was from this year or last. Shelley asked when Shane Chance CPA took over. Madeline Henry answered May of 2022. Shelley also stated that of the 4 months that Lee Baldwin reviewed they were messed up and the chances of the other 8 being messed up are high. The board again agreed that this is yet another example of why we really need to have a meeting with Shane Chance and decide if we need to find a new accountant.

Madeline Henry recorded the meeting with the Auditor on August 13th. She will send that audio to the board members that were unable to attend that meeting.

Craig also informed the board that per our conversation with the auditor with the grant for the tank that will put us in a tier 6. Which means a full-blown audit. Shelley said that is even more of a reason to make certain that whoever our accountant is that they are capable of handling a tier 6 audit and all that it entails.

Resident Matter:

Madeline Henry brought up a matter with a resident. Stacy emailed Madeline Henry about it. The board decided that due to the construction happening at said person's property they will need to be charged a hook up fee and they will need to be set up as a commercial business.

Nancy Abercrombie made a motion to have Madeline Henry compose a letter to the resident in question. John-Olav Johnsen seconded the motion. The vote to approve was unanimous.

OLD BUSINESS: N/A

Motion to adjourn meeting made by: Madeline Henry and seconded by: Shelley Karcher. The vote to adjourn the meeting was unanimous.

The next regular meeting will be held September 10th at 6pm. Location: The records building. Next to the water plant. Address: 4B rd. 42670 Navajo Dam NM 87419