

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

Agenda for the regular meeting of August 8th, 2023. Meeting is brought to order by president, Craig Pilley - President at 6:06 pm. At location of 55 county road 4275.

Proof of Quorum- board members in attendance: Craig Pilley, John-Olav Johnsen, Nancy Abercrombie, Madeline Henry, Katherine Lewis attempted to call in.

Staff members in attendance: Teresa, Garnet Akers, Association members in attendance: Ana Padilla, Barbra Warnock, Bill Eaves. Guests in attendance: None

Association Members or Guests addressing the board: N/A

- Vote on June Minutes and July Overview
- John-Olav Johnsen made a motion to approve the minutes of June and July the motion was seconded by Nancy Abercrombie. The vote to approve was unanimous.

ON GOING BUSINESS:

Plant Update: Plant is running very well, did a quarterly disinfection sanitary survey, recently had a Plant inspection, this is done by the environmental department. A few things needed to be updated which have been already such as the water plant/water system emergency response plan, current board members and their contact info. Along with Teresa's licensing and our agreement/contract. All has been sent into them. We should receive our official plant report in about 30 days give or take, there were some minor labeling issues that have been addressed. Teresa feels very confident that we should not have any findings or as the environmental departments refers to them as "deficiencies". There have been 3 new meter sets in the past month or so. Nancy spoke with the inspector who walked through our plant. Security could be beefed up a bit, John-Olav Johnsen made a motion to upgrade our security to measures of our water plant. Nancy Abercrombie seconded the motion. The vote to approve the new security measures was unanimous.

Expense Report: Craig passed out the expense reports for the months of June and July.

Madeline Henry made a Made motion to approve the expense reports for the months of June and July the motion was seconded by John-Olav Johnsen. The vote to approve was seconded unanimous.

Building Update: Framing work is done on the inside of the building. We have a bid for the sheet rock and insulation. We finally have an electrician. This is where the issue is, this just came before Craig today. The bid we got from the electrician stated that we need to install a 25ft pole must be installed to go across a roadway. The electrician asked if we have spoken with the county. Craig said no that he was under the impression that this was part of the bid. The electrician said that he would take care of that and wanted to verify with the county before he does anything. The electrician explained that the county has changed their policies on how such things need to be done. The electrician checked with the county on their rules / policies, and we cannot cross the roadway. Moving forward what Craig thinks will happen is the county will tap the transformer, go under the road with it, bring it up and into our property. We were given an approximate cost of \$2,500. Craig asked Ana, if we cannot get 3 bids as the state requires, Case in point, our situation with finding an electrician. Are we still going to get reimbursed or no, because we did not meet their criteria, Ana said they will accept given how restricted we are, that cannot be helped, While Craig met with the electrician today, they did map out where every outlet, light switch will go. Ana asked about the layout of the records lock up, such as where the rooms, windows, and things like that will be placed. Craig explained the layout of the building and where the heating and cooling will go.

Motion was made by John-Olav Johnsen and the motion was seconded by Nancy Abercrombie.

Taxes for 2022: vote: The board reviewed the taxes of 2022; the accountant had previously walked the vice president and the secretary through the documents. John-Olav made a motion to approve the taxes for the fiscal year of 2022, the motion was seconded by Nancy Abercrombie. The vote to approve the taxes for the 2022 year was unanimous.

NEW BUSINESS:

Packages sent to the Post Office: The plant techs asked Madeline Henry to bring this matter before the board. Is there any way to have packages sent to the post office instead of the plant. Reason being is that there is always someone at the post office. The technicians are in and out of the plant throughout the day. But some items need to be signed for, and most of the packages are expensive and should not be left outside the plant. We don't need them walking off.

Nancy Abercrombie made a motion for the packages to be sent to the post office. John-Olav Johnsen seconded the motion. The vote to approve was unanimous.

Audit: Lee Baldwin- Lee Baldwin went over the audit telephonically page by page. There was a total of 4 findings. That have been corrected, From the years 2021: 2 findings- there was discrepancies with Purchase orders and Payment authorizations, Journal entry reviews. From early 2022 there were a total of two findings, again journal entries and inaccurate reports to DFA- LGD (Local Government Department) which have since been corrected. October 15th, 2023, the board, our accountant, and Auditor Lee Baldwin will review the journal entries. The board signed the contract stating what the association owes Mr. Baldwin for the audit,

John-Olav Johnsen made a motion to accept the audit and pay Mr. Baldwin for his excellent services. The motion was seconded by Nancy Abercrombie. The vote to approve was unanimous.

New Laptop & Printer for Secretary: In July Nancy Abercrombie and Madeline Henry purchased a new association laptop and printer. In total about \$1,500 was spent on these new items. The board agreed this was an expense that needed to be made.

John-Olav Johnsen made a motion to approve the purchase of the new laptop and printer. The motion was seconded by Nancy Abercrombie. The vote to accept the new purchases was unanimous.

Open ended P.O. for chemicals & Essco: VOTE: Asked the board for open purchase orders regarding the chemicals and for Essco. We always need chemicals and supplies from Essco, it would be much more efficient to have an open purchase order where these are concerned. Essco is our supplier for meter items for clarification.

Nancy Abercrombie approved the open purchase orders, and the motion was seconded by John-Olav Johnsen. The vote to approve was unanimous.

Amendments to By-Laws, Water App, Schedule of Fees: Madeline Henry went over the various amendments to the by-laws that need to be taken care of at this year's annual meeting. The are as follows:

Article IX: (page 9) Add section 10: Responsibilities of Members in regard to their meter, such as keeping it clear of debris, and the meter cannot be obstructed in any way.

Article VII: (pg.6) Duties of Officers:

Add to the duties- meters MUST be set AFTER property lines have been established and outside the property lines.

Section 3- Duties of Secretary: This section needs to be added to in a few ways. Mainly the upkeep and maintenance of the association website.

Section 4: (pg.5) Minor numbering issue

Other forms and documents that need to be amended at the annual meeting are:

The Water Application for Navajo Dam, Schedule of Fees, and lastly the by-law pages need to be numbered at the bottom.

John-Olav Johnsen made a motion to implement these changes to the above-mentioned documents at the annual meeting in January. The motion was seconded by Nancy Abercrombie. The vote to approve was unanimous.

Plant Techs Turn on/Turn off fee- (By-Laws):

Craig and Nancy once again confirmed that it was a \$20 fee that was paid to the then “volunteers” of the association. This matter was voted out at the 2022 annual meeting. Madeline Henry provided such proof in the form of several documents. Which Garnet Akers (the only attending plant technician, Plant Operator- Teresa was present as well.) Reasoning: At the annual meeting of 2022 this matter was voted out due to the fact this matter was obsolete, At the time this matter applied was when the association did not have full-time staff. The current board felt that this was no longer needed in the by-laws as our plant technicians are paid for their duties monthly and is written in their contracts (also signed at the annual meeting and read before the association too) as part of their scope of work.

Garnet Akers expressed issue with the fact that himself and Jay Fierman are expected to drop everything and respond to certain matters immediately, Ex: The coin op, this machine is finicky and gets jammed because people are not patient. 2nd- Turning meters on and off. Garnet said when her hired on in 2020 that he was told such matters had to come with a minimum 24-hour notice.

Craig and Nancy completely agreed that that should be the case. Madeline Henry made a “Service Request Form”, and it is under the forms and reports section of the association website. It was discussed that some sort of notice needs to be sent out to the residents. The board agreed that a letter would be sent out to the residents and a notice put up at the post office,

In concern to the coin op issue, Craig and the rest of the board agreed that the plant techs were not required to go and immediately take care of unjamming the coin op. But while they are at the plant doing their thrice daily check to also check the coin op. Craig also suggested that a sign be made and placed at the coin op. John asked how the wording of the sign would be handled. Madeline Henry will type up a rough draft of the sign and send to the board for discussion and approval.

John-Olav Johnsen made a motion to approve a sign be made and that Madeline Henry come up with a rough draft to be sent to the board. In addition, the motion also included that there will be a minimum of a 24-hour notice for service request, and that the residents will be notified of these matters. Nancy Abercrombie seconded the motion. Vote to approve was unanimous.

Nancy asked the question – Your schedule is 3.5 days a week. What do you consider stand by. Garnet replied, “That depends on what we (the board) consider “working hours” or “duty hours.” Garnet felt that himself and Jay should be compensated for matters when they are expected to drop what they are doing and respond to something at a moment’s notice. But if they are not expected to do so and they are given the notice he was told they would have when they first signed on in 2020. He said for himself that “stand by” was not necessary.

Garnet then asked about compensation for the emergency leak we had back in February. Garnet and Jay were not compensated even though they worked well into the night for many nights. He simply wishes for clarification on this matter, John-Olva Johnsen said that this would need to be tabled and that duty hours must be set for the staff before we can move forward with a resolution.

John-Olav Johnsen made a motion to table the matter until the September 12th meeting. Nancy Abercrombie seconded the motion. The vote to approve was unanimous.

OLD BUSINESS:

Dam Site credit: a credit of \$50.00 was applied to Mr. Eaves July statement. This was done because the association used his water without permission and felt that it was our job to rectify the situation.

Mr. Eaves wanted it to be made clear that he did not ask for such compensation. He had no say in the matter, it was just done. Nancy explained that Madeline Henry brought it to the board’s attention. Because while setting 2 new meters at the Dam Site RV Park, they (Teresa crew) tapped into Mr. Eaves hydrant without permission.

Mr. Eaves continued "He would have been more than happy to allow the use of his hydrant and water, had the association asked first." Mr. Eaves also took issue with the fact that in the past when another meter was set that water was dumped all over the front entrance of the Dam Site RV Park and that really upset him, and he felt that that was extremely rude. Craig and Teresa assured Mr. Eaves that this would not happen again. Teresa's crew are under strict instructions to not use Mr. Eaves water up at Dam Site, they now have keys to the plant yard, so they are to get their water from here on.

CLOSED MEETING: BOARD MEMBERS ONLY.

Motion to adjourn the meeting was made by: John-Olav Johnsen and the motion was seconded by: Nancy Abercrombie. The vote to adjourn the meeting was unanimous.

Meeting adjourned at 7:35 pm. The next regular meeting will be held on Tuesday September 12th at 6pm. Location: 55 county Rd. 4275