

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

MINUTES OF MARCH 1<sup>TH</sup>, 2025 - LOCATION: RECORDS LOCK UP ADDRESS: 4B RD. 42670 NAVAJO DAM NM 87419

THE MEETING WAS BROUGHT TO ORDER, BY: CRAIG PILLEY, AT 4:07 PM. **PROOF OF QUORUM, BOARD MEMBERS IN ATTENDANCE:** SHELLEY KARCHER RALPH BERTRAND, MADELINE HENRY, JOHN- OLAV JOHNSEN (VIA PHONE). **STAFF IN ATTENDANCE:** TERESA STEVENS **ASSOCIATION MEMBERS IN ATTENDANCE:** LEO HENDRICKS, ANA PADILLA (LEFT AFTER NOTARIZING BY LAWS AND DID NOT SIGN IN.) **GUESTS IN ATTENDANCE:** NONE

**VOTE ON FEBRUARY MINUTES: SHELLEY KARCHER MADE A MOTION TO APPROVE THE FEBRUARY MINUTES, AND THE MOTION WAS SECONDED BY JOHN-OLAV JOHNSEN. THE VOTE TO APPROVE WAS UNANIMOUSLY APPROVED.**

**ASSOCIATION MEMBERS ADDRESSING THE BOARD: NONE**

**ON GOING BUSINESS:**

**PLANT UPDATE/TANK PROJECT UPDATE:** Plant is looking good, samples are good, January samples are good DBP- disinfection byproducts. January is usually our hardest month. But we're doing good.

**Tank site:** I was hoping to have a report from Bob Echols. But what I do have is directly from Kristie with BLM. It's a site map of our existing tank and then where our new tank will go. It looks good. Shelley and Craig- We did have enough land for it then. Teresa- Apparently, yes. Also, our first invoice should come in from Cheney Walters Echols within the first 30 days.

**EXPENSE REPORTS:** THE BOARD HAS REVIEWED THE STATEMENTS AND REPORTS FOR THE MONTH VIA EMAIL AND IN PERSON. **JOHN-OLAV JOHNSEN MADE A MOTION TO APPROVE THE BANK STATEMENTS AND REPORTS FOR THE MONTH. THE MOTION WAS SECONDED BY RALPH BERTRAND. THE VOTE TO APPROVE WAS UNANIMOUSLY APPROVED.**

**BILLING/SEQUOYAH:** Madi explained that we had a few small issues with billing this month. But with the help of Teresa, Badger and our new software system Sequoyah. They have been taken care of promptly. Teresa said that based off of the issues that popped up this round, it was due to many of the bills being estimated for so long rather than properly calculated. MH- one issue was due to the fact that the resident in question had a leak, so their bill made sense with that knowledge. The last residents' meter probably needs to be replaced. But the meter is off due to remodeling the entire house. We know that going forward now.

**NEW BUSINESS:**

**METER SHORTAGE:** Craig- We have 4 meters left in inventory. We have about 3 that need to be replaced throughout the community, and one has promised out already. The 3 that need replaced are not emergencies, so those can wait until we get more meters. MH- The one that's promised out, won't need installed until 3-4 months from now. Also, I confused the pricing for the filters with the meters. Teresa- They come in a box of 8-10 and they are about \$300- \$350 each.

Shelley- Okay that is much better. Looking at the bank account I was really concerned with the number Madi threw out.

**MADLINE HENRY MADE A MOTION TO PURCHASE MORE METERS. RALPH BERTRAND SECONDED THE MOTION. THE VOTE TO APPROVE WAS UNANIMOUSLY APPROVED.**

**AUDIT:** MH-I have been in contact with our auditor, Lee Baldwin. We do have one year left in our contract with him. Next year we will need to get a new auditor, which Teresa has already put me in contact with another one that is used by several other rural water associations. Of course, we'll solicit three (3) bids if possible and vote on it at the time. With the information I provided Lee Baldwin, we barely made the cut the tier 4 this year. Craig\_ so next year we'll probably be tier 6. MH- Probably. I have Lee's GRT, hours, and pricing for the AUP contract so Teresa, Shelley and I can submit the contract after the meeting today.

**UPCOMING BILLS:** MH- I paid our RIP LOAN in full this morning which was \$3,382.63. We have a few more. Madi offered the file of paid and upcoming bills to the board. Craig- we all saw the email you sent about all the bills you've paid. It's rinse and repeat. MH- There are a few bills that I have the option of putting on auto pay. I have already checked with our accountant, and he said he sees no issue with that at all. Shelley- Which bills? MH- Electric, Gas and I believe there is one other that we can put on autopay. 0

**POSTCARD PAPER:** Madi explained that Burriss offers different units, 20,000 for about \$300-\$400 give or take. Shelley did the math and that would last about 20 years or so. Craig asked if there were smaller units? MH- I believe so, Ill check into tomorrow and get back to you all. Craig- Do that and email the rest of us with what you find, and we'll go from there.

**SHELLEY KARCHER MADE A MOTION TO PURCHASE THE POSTCARD PAPER WITH THE STIPULATION OF LOOKING FOR SMALLER UNITS. RALPH BERTRAND SECONDED THIS MOTION. THE VOTE TO APPROVE WAS UNANIMOUSLY APPROVED.**

**OLD BUSINESS:**

**MEETING TIMES:** MH- Usually we switch our meeting times in April to 6pm. Do we want to do that or keep our meeting time at 4 pm? John-Olav Johnsen said that his preference is 4pm. But overall was flexible. Shelley Karcher said she preferred 6pm. Craig, Madi and Ralph did not have a preference either way.

Ralph- I wanted to clarify, regarding the 72-hour notice, that it's 72 hours, not 3 business days. Shelley- That's a good point. MH- yes, 72 hours.

MH- We have a resident that has not filled out any paperwork with us and the property belongs to him, the bills are still sent in his deceased parents' name. I have tried and tried to get this handled to no avail.

Shelley- Ill give him the paperwork and see that he takes care of it.

RALPH BERTRAND MADE A MOTION TO MOVE OUR MEETING TIME TO 6PM AND THE MOTION WAS SECONDED BY SHELLEY KARCHER. THE VOTE TO APPROVE WAS UNANIMOUS.

THE MOTION TO ADJOURN THE MEETING WAS MADE BY: \_MADELINE HENRY. THE MOTION WAS SECONDED BY: \_\_SHELLEY KARCHER. THE VOTE TO ADJOURN WAS: UNANIMOUS. MEETING ADJOURNED AT: 4:45\_PM.

THE NEXT REGULAR MEETING WILL BE HELD ON APRIL 8<sup>TH</sup>, 2025, AT THE RECORDS LOCK UP (NEXT TO THE WATER PLANT) TIME: 6PM.