

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

AGENDA OF SEPTEMBER 10<sup>TH</sup> 2024 MEETING LOCATION: 4B RD 42670 (NEXT TO THE WATER PLANT)  
BROUGHT TO ORDER AT 6:01 PM. BY: Nancy Abercrombie. Proof of Quorum, board members present: John-Olav Johnsen, Shelley Karcher, Madeline Henry.

STAFF IN ATTENDANCE: Teresa Stevens and Garnet Akers

ASSOCIATION MEMBERS IN ATTENDANCE: None GUESTS IN ATTENDANCE: None

Members Addressing the Board: N/A

**VOTE ON AUGUST 19<sup>TH</sup> MINUTES: Madeline Henry made a motion to approve the minutes of August 19<sup>th</sup> meeting. John-Olav Johnsen seconded a motion. The vote to approve the minutes was unanimous.**

**VOTE ON THE AUDIT:**

**Madeline Henry made a motion to approve the audit, and the motion was seconded by: John-Olav Johnsen. The vote to approve was unanimous.**

**ON GOING BUSINESS:**

**PLANT & TANK PROJECT UPDATE:**

Plant is running smoothly. Ordered some tubing for the chlorine pumps. The walk through for the tank project was on the 28<sup>th</sup>. She had 2 compiles contact her and 4 showed up in person to the RFP walk through. Teresa said that we will start seeing bids coming in on Monday the 16<sup>th</sup> and the deadline is Friday the 19<sup>th</sup> at 4pm. They can be hand delivered or sent via FEDEX to Nancys house. They will be sealed bids, and the following week Teresa will get with the board and go over the bids. Nancy asked if she needed to sign the outside of the sealed bid. Teresa suggested a sign-in sheet. Madeline Henry will make a sign in sheet for Nancy to keep track of what was received and when and from who. Due by 4pm and nothing after that cannot and will not be accepted per RFP regulations. This project is not price based; it is qualification based. Many of the companies are local, apart from one out of Durango that Teresa is unfamiliar with. Teresa did inform the companies that they may be asked to meet with the board for an interview as part of the selection process. Nancy asked if there was a deadline to start and finish once we chose a company, the answer to that is late spring of 2025 amount. Nancy asked how many bids we have out, we have six (6) bids out. Teresa explained that that is subject to change based off the RFP being posted in the local papers. Teresa said that she put the job specs for the Tank project close to the grant amount but not the whole. John-Olav asked Teresa if they must post a surety bond? Teresa said that we can ask for a performance bond. It would have to come from the construction bureau program. Teresa said that she herself, with all the contracts she ran, she had never had one, especially dealing with grants. Teresa said she would ask Eric about this matter because the state is the one funding the money for this project. But she would not ask for a payment bond because it is grant funded.

Nancy asked Teresa if we must cover workmen's comp and permitting for whoever does this project for us. Teresa said it is a turnkey project from start to finish. Everything is lined out in the contract,

that's a clause in the contract that any injury or anything that happens to those companies cannot come back to us.

Nancy said that she will not be home on the 19<sup>th</sup> or the 17<sup>th</sup>. Teresa and Madeline Henry will get together and see which days work for who.

Nancy asked if there is any update on the filters from Norway. Teresa said she was told to wait on a P.O. from Stacy before she ordered them. Nancy asked how many filters she'll be ordering? Teresa said 3 and that included install. For a total amount of \$8700. Madeline Henry will follow up with Stacy on this matter.

Nancy asked Teresa if they needed a purchase order for chemicals. So that way they don't have to constantly ask us or must wait on the board to discuss. Teresa and Garnet said it wasn't necessary. They've only had to go to Madeline for potassium permanganate, which Madi ordered a large quantity from Lab Alley and that should last a year and a half or so. Nancy said that Stacy wants a purchase order for anything over \$400.00. Teresa said that we're doing that for certain chemicals. But most of the chemicals we order are less than \$150.00.

*Nancy Asked if we have heard anything regarding the BLM matter:*

Madeline Henry responded saying, no we have not. Not since Nancy first brought this matter to our attention after her visit to the BLM office. Madeline Henry had the bank records pulled from as far back as the bank could go which was 2015. John-Olav asked when the last time we paid BLM. From what Madeline has seen from the bank statements and from a conversation had with Stacy on this topic. The last known payment made was sometime late 2022 and the payment was sent back from BLM. John-Olav asked why Stacy has not followed up on this matter since? Nancy said that when she an Ana went to BLM, they told them that we were in the rears. Nancy tried to pay but they said to wait until the new system was up and running on their end. Shelley asked Madeline Henry for the files of BLM and the bank statements so we can accurately figure out what exactly we do owe BLM.

Nancy asked if there was any update on the access to the fire hydrant in the resident's yard on 42670. Shelley said she's still looking for easement maps for the community. Teresa said that utility companies have rights to utility easements or can claim utility easement if they need access to a hydrant on a residential property.

#### **EXPENSE REPORT:**

**Madeline Henry made a motion to approve the expense report for the month. The motion was seconded by: Shelley Karcher. The vote to approve was unanimous.**

#### **METER UPDATE:**

Shelley asked about the customers bill who first brought this meter issue to our attention if their bill has been straightened out? Nancy said she has been talking with this resident and that she and the resident came to the mutual understanding that the resident will pay the minimum of \$59.85 until the meter issue has been taken care of. When Madeline Henry checked the residents bill via pay star, it was just shy of \$500.00 when the resident has only used 1400 gallons of water since the meter was installed 2 1/2 years ago. Teresa added again that is 100% a decimal problem within the billing. Nancy said that she has asked Stacy to contact the man who wrote the program for

beacon/badger and ask him to fix the issue as he had in the past. But she told Nancy she doesn't think she has his contact information anymore. That's as far as it went. Garnet brought up a good point concerning the fact that there is a compound of trailers that are up at Dam Site RV Park and with the meter issues being made what is the possibility that they are not getting charge accordingly? Madeline Henry will investigate this.

**Webpage Fee:** There have been a few complaints that when using PAYSTAR there is a fee for using the online payment feature. Nancy asked if we as the board wanted to remove the fee. John-Olva Johnsen brought up the fact that with any payment you make online you have a fee. The board agreed that this is a non-issue and the online fee stays.

### **NEW BUSINESS:**

#### **WIFI OPTIONS FOR RECORDS BUILDING:**

Madeline Henry presented the quote for star link (*discussed last meeting*) to the board. The equipment will cost around \$299.00- and first-months payment. Which would be \$140.00. Nancy brought up the fact that this would be for the records building and the plant. We would have to go to the next package up. Which would bring us to the \$250 a month package. Garnet Akers suggested that we stay with Sivadnet and just ask for an additional router for the records building. The board agreed that this would be worth looking into. Madeline Henry will follow up on this and email the board once she speaks with the owner of Sivadnet.

**UPDATE ON MEETING WITH THE ACCOUNTANTS:** There has been no meeting with the accountants yet. Shelley said she felt like this meeting needed to take place within the week or next. This matter cannot be dragged out any longer. We need to sit down with Shane as he is the owner and get his take on what's going on. Shelley voiced her opinion that she does not think that Shane will offer much in the way to rectify this situation and we should be prepared to change accountants. Madeline Henry and Shelley, as well as Nancy offered to make themselves available to meet with Shane. Nancy suggested that we help Stacy with billing. Madeline Henry said that she does not feel that is our job as it is written in the contract with Shane Chance, and we are paying a fee of \$1400 a month for that. Shelley and John-Olav conquered.

John-Olav Johnsen asked why he is getting a paper bill still, when he opted for paperless and has it set to come out of his account automatically. Madeline Henry said that there are many people asking the same question and many people that would like to go paperless but do not want to because there is no place online where they can view their account history, payment history or their gallons used or overages in general per month on pay star. Many residents have expressed the desire for that to change. Nancy said she was told by Stacy that that is not a possibility. Teresa said that many of the rural water associations she works with uses account edge (billing program) and it is just a matter of changing your invoice setting and copy and paste to pay star. Madeline Henry said that she thought the same from what she could recall from the training she received from pay star.

### **OLD BUSINESS:**

**2010/2011 Audit -** Nancy got a call concerning the 2011/2012 audit. Accordant to what Nancy was told we have no record of the associations 2011/2012 audit. Nancy asked what we needed to do to correct the situation and was told that as of now, we do not have to do anything.

**Madeline Henry made a motion to adjourn the meeting and Shelley Karcher seconded the motion. The vote to adjourn was unanimous. Meeting adjourned at 7:10.**

**The next regular meeting will be held on October 8<sup>th</sup>, 2023. Time to be determined.**