

**NAVAJO DAM DOMESTIC WATER CONSUMERS & MSW, COOPERATIVE INC.**

MEETING OF OCTOBER 10<sup>TH</sup> 2023 BROUGHT TO ORDER AT 4:02 PM. Location: 55 county rd. 4275.

**Proof of Quorum, board members in attendance: President Craig Pilley, V.P. Nancy Abercrombie, John-Olav Johnsen (via phone), Madeline Henry. Board Members absent: Shelley Karcher**

**Staff in Attendance: Teresa Brevik & Garnet Akers**

**Association Members in attendance: None**

**Guests attending: None.**

**Members or Guests Addressing the board: N/A**

**Vote on the minutes from September 12<sup>th</sup> 2023: Motion to accept the minutes of the September 12<sup>th</sup> meeting was made by John-Olav Johnsen and Nancy Abercrombie seconded the motion.**

**ON-GOING BUSINESS:**

**Plant Update:** Everything is going well; the guys have been taken care of and those corrections were sent off and approved over the phone. Once Teresa gets the official approval, she will send it to us via email.

**The meter at lot #4 was moved. Teresa said.** Low on alum: techs will let us know when we need this chemical ordered. **Tank quotes:** Gordan is working on a 120 extension with the \$2500. This includes a flash drive with all the pictures they take while inside the tank, videos and a written document that gets sent to the state. Teresa has been waiting for another bid from a company out of Texas, but she is positive they will not be able to beat the local companies bid simply due to the travel per diem, coming from TX. Plus, this company out of Farmington has already dived our tank before.

**Madeline Henry made a motion to accept the bid for the tank divers out of Farmington (who have done our tanks before) John-Olav Johnsen seconded the motion.**

**Expense Report:** The expense reports were reviewed via email and passed around at the meeting. John-Olav Johnsen made a motion to accept the expense reports and Nancy Abercrombie seconded the motion.

**Building Update:** Building is pretty much done, we're just waiting for the city of Farmington to install the pole, for the electricity. Should be able to use it soon. Craig installed the heating and cooling unit for the building.

**Bill Pay & Minimum Shut Off:** We have already established this issue. Craig asked if we're keeping up on the people whose water bills are overdue or not. Also, if we're sending them notices or not. Craig said we need a paper trail proving to people that they have been notified of their past due or shut off status. Phone calls open us up to a "he said she said" issue.

Nancy said Madi and herself will be more on the ball of that issue every month.

It was discussed that we need to have folks pay the bill, whatever the amount is. For example: someone has a bill for \$120.00 when normally it's only \$60.00, they need to pay the full amount of \$120.00 and

we will of course investigate the matter. If we find that there was an accounting error (which 99% of the time, there is NOT) then in those instances we will credit their account for the next billing cycle.

**Revisit Techs 64 hr.:** Craig gave Garnet a paper to read over about the federal standard for on call/stand by pay. Garnet asked if they were not on call then? The state of New Mexico has no law in place for this matter. According to the research done by a few board members.

Craig said that he should have requested to see the budget and get a detailed overview from the accountants before entertaining anything.

Garnet expressed his displeasure with the fact that the one month that the board did pay the "on call" (\$400.00 per tech) that was the month that Jay basically got paid extra for being on vacation and when Garnet takes his vacation time he won't, and he felt like that wasn't fair.

Craig said that that was between the two of them. The hours they swap or cover for each other is decided amongst the techs.

Garnet said that it sounds farfetched to have a response time of 1 hour. Craig asked what a reasonable amount of time in Garnet's opinion to respond so the board could further discuss later. Garnet said 3 hours felt fair to him. Again, Teresa said response time could depend upon the emergency.

Garnet is asking that we fully research it first before any decisions are made. Definitions of what is on

The hourly rate is separate from actual pay.

Example: Oil field- You're on call one week a month for no additional pay. If you're called out, you receive your hourly wage (which for the techs is \$15.00 an hour) for however long you're out.

Teresa explained that in the water world they get 40 hours a week. In her case (as an example) She received both stand by and on call, they worked 4/10 whoever took the on-call phone got an additional 6 hours that week for on call. In those instances of "on call" It might just be a phone call, if you must go in then response time would be specific to whatever the emergency was.

Teresa suggested that since we are a rural water association, we can make up our own way of doing things and set our own rates for what the staff is compensated for in certain circumstances.

If we give you a 2 hour

Jay and I have felt, the nature or the response and yeah so

When they get called out \$15.00 (their pay) charging customers, Madi is the one that.

System emergency

Craig has said at previous meetings, that if customers call you (a tech) out and wants something done immediately, then the tech can/ should have that customer contact a board member and then that board member will direct that tech on what to do and how to proceed. Garnet said that there needs to be rates set for such instances.

Nancy asked Teresa when was the last emergency? Nancy said she has lived here for several years; February was the first she can remember. Teresa said yes, since she started here February was the first, she has ever dealt with for our association.

February was the first/last time the association had ANYTHING LIKE THAT EVER HAPPEN.

Garnet asked if the plant goes on alarm at 1 am, is he supposed to call Teresa at 1 am and ask her as the operator whether it is an emergency. Garnet used turbidity as an example.

Nancy asked if the plant going on alarm is an emergency or not?

Teresa said yes, any time in which the plant goes on alarm that is an emergency because that means the plant is NOT producing water.

Teresa used last Christmas as another example of an emergency when the “brain fried” at the plant, Jay spent 2 full days at the plant and then Teresa spent 1.5 days there.

Any turbidity over 20% is serious, when that happens, we are out of compliance in those instances. The plant techs have done a fantastic job of not allowing the turbidity to go over 20% for a very long time.

Teresa and John-Olav Johnsen said that this matter needs to be Revisited, specifically the job descriptions need to be fine-tuned and this needs to be done together as a board and staff, each description. Response time is specific to what the emergency is. If there is more leeway with the “60 minutes” response time. Nancy suggested, 2–3-hour lag- depending on where the tank is at and from there it depends specifically upon the situation.

Garnet asked in the event of another System emergency, should the other tech be called in? Teresa said, yes. We should have a tech at the plant and a tech out looking for the leak. So, the tech at the plant is making water. That’s a great idea. The board agreed.

**Nancy made a motion to rescind the \$400 a month per tech, and revisit, this matter once we have had a chance to really review and clarify some issues and job description. Madeline Henry seconded this motion.**

#### **NEW BUSINESS:**

**President & Vice President Positions:** Election in December, get the word out in October about anyone who may be interested in holding an office on the board. Craig stated that he does not wish to hold office again but would like to stay on the board as he has a lot going on.

It was then discussed the requirements of a board member, mainly that they must pay a water bill and reside in Navajo Dam. They must have a vested interest. Madeline asked how to go about this matter.

The best course of action decided was that Madeline Henry will post to the webpage, and the post office about the upcoming election, if interested call Madeline, or email with a brief description of themselves.

**Advertise for Techs:** This was put on the agenda in case the techs did not stay on after having the \$400.00 pay rescinded. Craig said that there were others in the association that expressed interest in the techs job at the plant.

#### **OLD BUSINESS:**

**What constitutes an emergency?** Craig said we have discussed that matter more than enough today and at previous meetings.

**Closing Comments or Questions:**

**Motion to adjourn the meeting was made by: Madeline Henry made the motion, and the motion was seconded by: Nancy Abercrombie**

**The vote to adjourn the meeting was: Unanimous.**

**Meeting Adjourned at 5:25 pm.**