Mayer Domestic Water Improvement District
Minutes of Regular Meeting
December 14, 2023

1. MEETING OPENING

1.1. CALL TO ORDER **4:01 p.m.**

1.2. ROLL CALL OF MEMBERS

Chairman Kathy King – Present, Clerk Shasta Guthrie – Present, Member Keith Francen – Present via Zoom, Member Kevin Jones – Present via Phone, Member Jacque Burruss – Present

Manager Mardi Befort, Project Manager Tom Thurman, Attorney Dan Jones via ZOOM were also present at the meeting via ZOOM. 2 Members of the public were present.

1.3. PLEDGE OF ALLEGIANCE

1.4. COMMENTS FROM THE PUBLIC – **Becky Young stated that she would like to thank Mardi and her team, they work really hard, and we appreciate that as Mayer residents.**

2. CONSENT AGENDA

2.1. Approval of October 2023 Financials

2.2. Approval of November 16, 2023, Meeting Minutes

2.3. Approval of November 16, 2023, Special Meeting Minutes

Chairman King requested to pull November 16, 2023, Special Meeting Minutes

Member Burruss moved to approve 2.1 and 2.2, Member Jones 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Abstained, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED

Chairman King stated she wants to clarify the statement that is in the minutes about her making a comment about not consulting the employees regarding job descriptions. She wants to clarify that we had received input via a document from our manager regarding lists of what those job responsibilities were.

Member Burruss moved to approve 2.3, Member Francen 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Abstained, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED

3. ADMINISTRATION/STAFF REPORTS

3.1. & 3.2 Manager's Report/Office Report – **By Manager Mardi Befort and Project Manager Tom Thurman**

- We had 1 blue stake as of today.
- Since the last meeting we have had zero leaks.
- I feel with this currant Board having been together for a year now we should have a future Board agenda item discussing what the Board wants brought to them for approval and what they feel comfortable with

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just an update in the manager/office report. I get conflicting feedback from members of the Board and would like clarity.

- With the meter project starting next week and Tom resigning the Board needs to make a decision on the office clerk hours I can't be in two places at once. The main function of the office clerk is to be in the office during the hours we are open Monday – Friday from 8am – Noon.
- After 4 or 5 years I ordered a new on-call cell phone as the one we had was having issues. There was no cost to the District for the new phone as I picked one that was free. I also looked into a new tablet and/or a portable internet to use with our current tablet so the guys can update the new mapping system in the field without using their personal cellular data. But I am not sure the cost is worth the benefit. I am going to do some more research.
- American Tower – I am still working on getting quotes for the concrete, I cannot get any call backs and only have one fence quote.
- I sent Chris to a Chlorine safety class on the 5th of December. We have installed some additional PPE at each site.
- ARPA Grant update: My next meeting with the county is December 22nd I have been working with the engineer to provide more information to the County of what they are doing as they have concerns regarding the lack of progress, although the contract says contract signed by the end of 2024, they would like to see a contract signed in early 2024. **Deadlines: funds "allocated," contract signed with contractor, before end of 2024 and all funds spent before end of 2026.**
- Meter replacement grant: We received the Badger registers, and I am working on a double check process between the office and field for getting them installed. We will start installing the 290 registers starting the week of the 18th. This is the easiest part as we only need to replace the top part of the meter and not the entire meter. I received a call from FedEx yesterday (December 13) requesting the hours of operation for Monday, December 18. This is great news seeing as we have 3 Zenner meters that we noticed are leaking today that need to be replaced and we used our last stocked meter last month. The end points (cellular radios) ETA is still February 2024. **Deadline: August 2024 can request extension.**
- Oakhill's, No Update **No deadline, not high priority**
- Racetrack well: No update **Deadline for ATC (approval to construct) July 21, 2025.**
- Sandfilter (waterline erosion protection) project update: Once the Board of Supervisors approves a contractor, I will work with them on removing the old building and be the contact with the landowner to facilitate the work that is to be completed. **The new completion deadline is May 2nd, 2024.**
- Poland Junction Project. Stuart from Spring Valley/Humboldt water met with Chris, Tom, and me to look at our set up and show us his VFD system/set up. It was extremely helpful to visually see his set up as our set up will be similar. After meeting with him I got overly excited and was hoping we could get the project completed before this meeting, but we need to wait on parts, I went to Ferguson last week to go over all the parts we will need. We also need to wait for the new meter to arrive, which will not be until around the 18th of this month. I am projecting middle of January at the latest to be fulling up and running. It all depends on when the parts arrive. **No required deadline by an agency. <u>However, it is s a very high priority!</u>**
- PFAS: No update currently. **This will be added to a future agenda after we get the second test to review possible options.**
- We finished reading meters today at 1:30 and we had 2 teams. Only 3 re-reads. I do not have any data for you yet.
- Website usage
    - In the past 30 days our website has had 316 views and 179 unique visits

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- Hours worked by employee since the last meeting 1 pay period (2 Weeks total)
  - Pay Period 1 (11/04/2023 – 11/17/2023)
    - CC – 22.23 hours Week one (Office)
      - Week one 13.12 hours (includes 1 holiday day 4 hrs.) Week two 9.02 hours.
    - MB – 82.22 hours (Office/Field)
      - Week one 40.15 (includes 1 holiday day 8 hrs.), Week two 41.58 hours.
    - BM – 64.70 hours (Field)
      - Week one 32.33 hours (includes 1 holiday day 4 hrs.), Week two 32.09 hours.
    - CP – 79.05 hours, 78.88 reg hours, 0.17 OT Hours (Field)
      - Week one 42.53 hours (includes 1 holiday day 4 hrs.), Week two 40.10 hours.
    - TT – 9.42 hours (Field)
      - Week one 9.42 hours (includes 1 holiday day 4 hrs.), Week two 2.13 hours.
    - MV –61.67 hours (Field)
      - Week one 30.25 hours (includes 1 holiday day 4 hrs.), Week two 31.15 hours.
  - Pay Period 2 (11/18/2023 – 12/1/2023)
    - CC – 11.55 hours Week one (Office)
      - Week one 15.55 hours (includes 2 holiday days 4 hrs. each one vacation/sick day) Week two 8 hours vacation/sick.
    - MB – 80 hours (Office/Field)
      - Week one 41.19 (includes 2 holiday days 8 hrs.), Week two 36.36 hours.
    - BM – 54.28 hours (Field)
      - Week one 25.11 hours (includes 2 holiday days 4 hrs.), Week two 29.06 hours.
    - CP – 72.07 hours, (Field)
      - Week one 36.40 hours (includes 2 holiday days 4 hrs.), Week two 35.24 hours.
    - TT –12.43 hours (Field)
      - Week one 12.43 hours (includes 2 holiday days 4 hrs.), Week two 0 hours.
    - MV –53.08 hours (Field)
      - Week one 24.11 hours (includes 2 holiday days 4 hrs.), Week two 28.54 hours.
- Direct deposit payroll transfer check for the Bank of the West:
  - $9,428.65
- Correspondence in your packets.
  - Information regarding where I think Chris's pay should be based on the increase in minimum wage and his regular wage as well as a job description for Jacobs and the City of Prescott and their starting pay.

Tom said to the Board "I really appreciate you guys hiring me. I did. really did."

Tom stated he is having a situation with his grandson, who serves in the Army and is now facing difficulties. His grandson's wife has had health issues, including heart problems and a recent leg problem that requires a cast. They live on a military base, and his grandson is struggling to balance caring for his wife and newborn, resulting in him being late for work and overly tired.

Due to these challenges, Tom is considering going out to help with the day-to-day tasks so his grandson can focus on work to support his family. He did state that his grandson is looking to move to an Army base in Arizona to be closer to family and make it more manageable. Tom emphasizes the need to support his family at this time as a deciding factor in his resignation.

Another thing that is very important to me is our fire district which needs a new fire station in Cordes, the currant station is located way in the back and 50% of our calls are out of that station. It is very dangerous when they go full code through neighborhoods. It is an accident waiting to happen. I am working with the feds, getting a grant. That is eating up a lot of my time.

Tom also says the financial challenges faced by the local school district, with 90% of elementary school children relying on assistance for meals. Despite the outer residents having money, families with kids struggle financially. The urgency lies in the approval of the solar farm project, which is expected to generate significant funds—approximately $650,000 annually for both the fire department and schools through property taxes. Tom emphasizes the importance of ensuring the success of this project, as it directly impacts the community. Tom stated his involvement extends beyond his consulting business in managing various responsibilities, leaving him with limited time.

Tom mentions starting two projects—one involving the rental and the other related to the Poland Junction VFD system. He said he will handle all the electrical aspects of the pump installations, estimating a time frame of two days. Meanwhile, the guys will complete the plumbing responsibilities. Tom also indicates a willingness to discuss the rental project, which is slated for an upcoming agenda item.

4. OLD BUSINESS ACTION AND DISCUSSION ITEMS

4.1. Discussion and possible action on amendments to Rules and Regulations.

At 4:21 p.m. Clerk Guthrie moved to go into executive session, Chairman King 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED

Exited executive session at 5:00 p.m.

4.2. Discussion and possible action on termite treatment at office and rental property.

Ms. Befort presented the 3 quotes for termite treatment. Explaining the quote from Arizona Termite Specialists was only for the rental and they presented the bid from the original inspection report by Silver Hammer Inspections.

Termite Treatment	Cost
Arizona Termite Specialists, (5 stars) Quote from initial inspection with Silver hammer inspections, will retreat 120 days after initial treatment	$ 950.00
Patriot Pest & Termite Control (4.9 stars) Offers 1 year warranty.	**$ 4,250.00**
Office Trench and rod the soil around the exterior of the building to eliminate all subterranean termites, treat the areas infested by drywood termites by drilling into wall voids **$1,250.00**	
Rental treat all exposed lumber in crawlspace and treat wall voids for the control of drywood termites. **$3,000.00**	
AZEX Pest Solutions (4.9 stars) Offers 1, 2, 3 year warranty and it can be extended. **Found only Subterranean Termites at both locations.**	**$ 3,598.00**
Office Option 1 **Full wrap (liquid)** $2,378.00 **	
Office Option 2 **Sentricon (bait stations)** $2,300.00	
Rental Option 1 **Full Wrap (liquid)** $1,220.00 **	
Rental Option 2 **Sentricon (bait stations)** $1,250.00	

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Ms. Befort stated before she attempted to verbally explain the differences between the 3 quotes. That she would like to request a quote from whoever they chose to treat the office for spiders as AZEX did find black widows in the Board room they do have a spider problem in the office and the spray we use is only a deterrent. Ms. Befort apologized as she was having a hard time explaining the differences in the 3 quotes and stated she was feeling off and not well.

All 3 companies offer a 1-year warranty, but AZEX offers extended warranties. Both Patriot and AZEX recommend full treatment.

Arizona Termite Specialists only found Drywood Termites at the rental and were providing spot treatment.

Patriot Pest & Termite Control found subterranean and drywood termites at the office and only drywood termites at the rental.

AZEX only found subterranean termites at both the office and the rental.

Mr. Thurman and Ms. Befort both felt the quote from Patriot was switched because there were 2 types of termites at the office.

Mr. Thurman felt Patriot was the best option as they would treat interior and exterior and penetrate the wood.

Ms. Befort stated she didn't have a recommendation and would flip a coin because none of the inspectors found the same thing at both locations. However, she did state that AZEX did look in the cabinets in the kitchen and found frass in the cabinets. Both Patriot and AZEX said the office was more infested than the rental.

Member Burruss asked about the Arizona Termite Bid, Ms. Befort explained that it was only a spot treatment like last time.

Clerk Guthrie asked how long each of the companies have been in business. Ms. Befort stated that she only knew that AZEX has been in business for 15 years.

Chairman King stated that AZEX said if they are going to do the treatment, they would like to do it sooner rather than later as once the ground gets too cold, they cannot drill.

Clerk Guthrie inquired if Patriot recommended a full wrap like AZEX. Ms. Befort explained that a full wrap is not like it sounds. The way AZEX explained it was every 10 feet they would put 2 gallons of treatment around the exterior of the property. None of them offer tenting.

Chairman King asked if they would drill. Ms. Befort stated they did not explain that.

Mr. Thurman asked Ms. Befort if she thought Patriot was more qualified. Ms. Befort stated none of the companies found the exact same things. Depending on who the Board chooses she would point out what the other companies found.

Clerk Guthrie asked if Arizona Termite charged $950.00 each time, they came out to treat. Ms. Befort stated they will come out 120 days after the original treatment date and retreat at no charge.

Mr. Thurman stated that Patriot found more than the other 2 did and they are going to treat into the wood. That is who he recommends.

Clerk Guthrie stated that this all came out when we started addressing the rental why don't we separate this out and just deal with the rental.

Ms. Befort pointed out that she did check the reviews of all the companies and Arizona Termite has 5 stars while the other 2 have 4.9 stars so they all have good reviews.

Clerk Guthrie pointed out that if this needs to be delayed for 6 months so be it this is not new stuff.

Ms. Befort stated it has been an issue since 2021.

Mr. Thurman stated that while the 2 inspectors were here looking under the rental he also looked and yes, they were seeing termite activity in the wood. But structurally they are still in good shape. So, waiting 6 months would not be a big issue.

Member Jones asked, if we replace wood with pressure treated wood is that still subject to termite infestation?

Mr. Thurman replied Yes. After it ages, it is. The pressure treatment is not like redwood, after a while it loses its percentage of the treatment in the wood. Mr. Thurman also said it would be cost prohibitive to change all that wood out to pressure treated.

Mr. Thurman asked the Board what they wanted to do. Patriot who saw both kinds or you do AZEX who only saw the one kind and are $650 less or Arizona Termite is kind of a band-aid, but it is only $950 we could do them ASAP and then look at it again in May.

Member Burruss said we could have them come back out in 120 days.

Ms. Befort asked if we should ask Arizona Termite to inspect the office as well. Since the quote is only for the rental.

Member Burruss moved to hire Arizona Termite Specialists and revisit this in 120 days, Member Francen 2nds. Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED

4.3. Discussion and possible action on inspection, repair, and occupancy status of rental property.

Chairman King stated, we kept this item the same as it was last month. But not all of it may be dealt with, depends on what you all are interested in.

Mr. Thurmand explained, if we hired a contractor, he is estimating around $45,489 not including tax, contractors' percentage interior paint or removing drywall looking for structural damage. He would estimate between $60,000 - $65,000.

Mr. Thurman explained the repair bid. If we do the work ourselves. Which includes how many hours he thinks each task will take in the first column to calculate labor cost and the materials cost in the last column. Total to do it in house would cost around $7,928.00. Mr. Thurman went line by line explaining the work that would be performed. He explained they would not paint the exterior stucco as it is not really needed only the wood. As for the interior, it would be to labor intensive with moving the renters' stuff around to paint. Ms. Befort stated the interior was painted in 2016 prior to her moving and typically you do not paint a rental until the renter moves out. Mr. Thurman explained the long hours for

replacing the screens includes the drive time to and from Prescott Valley. We will need to wait until spring to work on the roof, with the elastomeric it needs to be done in warmer weather.

Mr. Thurman stated that the smoke detectors have already been installed and he also stated that with all the other projects we have going on he cannot give a clear time frame of when it will all be completed. Clerk Guthrie asked what Tom could commit to with him possibly needing to leave. Tom said he would get the front entry way taken care of ASAP and suggest not doing any of the other things until he came back.

Mr. Thurman stated one of the things that would take up some time was moving her kitchen table, armor, washer, and dryer.

Clerk Guthrie does not think that would be something we would do, that is something typically the resident would do. Not the contractor. Unless they want to pay a higher price. She is not comfortable with staff moving her (the renter) stuff.

Chairman King mentioned the concern with liability if anything was damaged when it was moved.

Ms. Befort stated that the renter is fine with the flooring the way it is. It is old flooring. She did not think the flooring in the kitchen needed to be replaced, but it is peeling up under the cabinets. She was just sharing with the Board the comment she (the renter) made when she was in the bank making a deposit.

Clerk Guthrie raised concerns of pulling our guys off Water District stuff to do the work on the rental and asked if we could hire other people to do the work. There are plenty of things to keep people busy and she cannot see how we could spare anybody, and she would rather not use our existing staff for this unrelated project. Mr. Thruman stated this would be filler work.

Mr. Thurman did state that with all the improvements that will be made the rent should go up.

Member Burruss stated that she is thinking around $850.00.

Ms. Befort stated that if the rent goes up the Board should give her a significant amount of notice.

Clerk King stated the repairs were not something that was put in our budget for this year.

Ms. Befort pulled up the budget for the Board to review. We have $2,500 budgeted for maintenance and repairs. The termite treatment will come out of that.

Clerk Guthrie asked if there were any other categories that we could look at and asked if we could modify the budget. Ms. Befort said that she did not know if you could modify the budget after the County approved it.

Mr. Thurman stated most budgets have contingency funds which can be used for anything. Ms. Befort stated that we have $75,000 in contingency funds.

Ms. Befort stated that the heating unit needs to be serviced and the renter requested the drain plug be removed from the tub so she can clean out the drain.

Ms. Befort explained that the renter's daughter is going to be moving out, she has been saving her money and is moving to Camp Verde where she works. So, it will just be the

renter and her Granddaughter.

Member Burruss moved for Tom to go ahead and do as much as possible within the budget, to get this started and get it done so we can move on, Clerk Guthrie 2nds, - Vote – Chairman King – Abstained, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED

Hours	Rental Repairs In house	Cost
	Exterior	
8	Repair rotted wood	$ 90.00
4	Caulk all cracks with clear on stucco (no painting) stubs. Caulk all cracks in wood trim including patio	$ 40.00
4	Scrape all wood including rear deck planks	
8	Paint all wood paint 2 gallons	$ 100.00
4	Replace missing screens	$ 96.00
1	Caulk all concrete cracks 3 tubes	$ 21.00
40	Pressure wash roof then 2 coats elastomeric roof coating	$ 2,460.00
20	Yard fence repair and paint	$ 280.00
	Interior	
2	Front Door Rubbing Carpet, cut our carpet replace with planking 4'x4'	
40	163 sf of new flooring w/ existing 7 boxes we have and buy more	$ 540.00
2	Remove old flooring kitchen and bath	
1	Caulk interior wall cracks with white (no paint) 3 tubes	$ 21.00
	Screen Door (Rear)	
2	Screen Door	$ 200.00
	Total Materials	$ 3,848.00
136	**Total Labor @ $30.00 an hour (2 employees)**	$ 4,080.00
	Total Repair Costs	**$ 7,928.00**
	Rental Repairs outsourced	

	Does not include Tax, contractors' percentage, interior paint, or removing drywall looking for structural damage	$45,489

4.4. Discussion and possible action on monthly water loss.

Discussion only, no action was taken.

Ms. Befort explained the chart she has created to track water loss each month and where the loss is within the system and will focus on those areas vs the system as a whole. This past month they have not used the sounding machine as they have had other priorities they have been focusing on, including some much-needed maintenance on the work trucks. She explained it is time consuming using the machine. We spent 45 hours a couple of months ago. While reading meters this month they noticed 3 meters that were leaking and out towards Oakhills she noticed a wet spot, there was nothing bubbling up, so it could be someone spilled something there. Chris will look at it again tomorrow during rounds to see if it is any worse. But from her recollection this is where we installed a repair clamp after a contractor hit our water line, so it might just be a simple tightening of the repair clamp. Ms. Befort stated that she thinks the main water loss area is between Miami and Saguaro where we have the 2" waterlines. Where the lines are old and brittle. Water takes the path of least resistance so if the least resistance is going down, we will not see it until it moves up.

Clerk Guthrie asked if we were still borrowing the sounding machine. Ms. Befort replied yes, Clerk Guthrie said she thinks it should be more of a priority to make use of it while we have it. They could pull it tomorrow.

Chairman King asked Members Jones and Francen is they had any questions or comments.

Member Jones stated he thinks it is very difficult to track these things down. Ms. Befort has theories on where these leaks are and when time allows to pursue it.

Member Francen stated he was going to say the same exact thing, because he deals with water leaks at his home, and it is extremely difficult to find them. So other than spending a lot of time dedicated to searching for them, you just have to do it when you have time.

Member Jones also stated that the mapping system would be a good idea to use that and go work in one area when time allows and just systematically look through the system and look for green patches and soft places.

Ms. Befort stated that her fear is in certain areas once you start digging up the ground and exposing the pipes, they are old and brittle, and it will create an even bigger problem. With the old AC pipe, when there is an issue, you can typically put a repair clamp on it and be done. With the galvanized it is much more difficult because as you expose the pipe new leaks spring from it.

Chairman King thanked everyone for the conversation as it is a priority when we are trying to be resourceful with the water supply.

Mr. Thruman did say Matt went around town and connected it to the fire hydrants, valves waterlines and did not hear anything. The one he did hear was a leak on the customer's side.

Ms. Befort stated once we get the ARPA grant lines replaced, we should see a decrease. Also, some of our meters are older and under registering.

Chairman King asked Member Burruss and Clerk Guthrie if they had any more questions or comments. Member Burruss stated no she did not, but she thinks she (Ms. Befort) is doing a good job. Clerk Guthrie had none.

5. NEW BUSINESS ACTION AND DISCUSSION ITEMS

NONE

6. ANNOUNCEMENTS

6.1. Next regular board meeting Thursday, January 25 at 6:00 p.m.

7. ADJOURNMENT

Member Burruss moved to adjourn at 6:03 p.m., Chairman King 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye, MOTION PASSED