Mayer Domestic Water Improvement District
Minutes of Regular Meeting
March 24, 2022

1. **CALL TO ORDER** 6:03 p.m.
2. **ROLL CALL OF MEMBERS** Chairman Joe Mish – Present, Member Kathy King – Present, Member Kevin Jones – Present, Member Jacque Burruss – Present – via phone, Clerk Ed Cocchiola entered meeting at 6:15p.m.
3. **PLEDGE OF ALLEGIANCE**
4. **COMMENTS FROM THE PUBLIC** Property owner Priscilla Ingolia at 12900 E. Central inquired about the Board drilling a well on her property for the District to use. She understands the District needs more wells and she would like more meters. Chairman Mish directed Mardi Befort to review the request.
5. **CONSENT AGENDA**

5.1. Approval of January 2022 financials
5.2. Approval of corrected Minutes for August 6, 2021 to reflect meeting starting time was 10:00 a.m.
5.3. Approval of corrected Minutes for August 13, 2021 to reflect meeting starting time was 10:00 a.m.
5.4. Approval of February 24, 2022 Regular Meeting Minutes

Member King motioned to approve the consent agenda, Member Jones 2nds, Vote – Chairman Mish Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

6. **ADMINISTRATION/STAFF REPORTS**

6.1. Manager's Report
6.2. Office Report

Manager and Office Report -By Mardi Befort

- We had 4 blue stakes as of today
- We hired Anguss Hill to do some field work and auto maintenance.
- Oakhills update:
    - We have not made any progress on the Oakhills well. I am hoping to get a pressure reading for the AOC(Approval of Construction) on it the next few weeks. Frank said he would come back for free to help with that. We are still waiting to hear back from Jack Ripley with a quote for the cathodic protection.
- Racetrack well:
    - We have received most of the materials we purchased from Ferguson we are just waiting for the seals for the Ductile Iron Pipes.
    - The fencing will be installed next week,
    - The concrete and well house Tom and the guys completed last.
    - The water tanks have been ordered it takes about 12 weeks for them to arrive. We are hoping to have them by the end of April beginning of May.
    - We are waiting for APS to put up the new power pole, as soon as that is done, we can dig our trenches for conduit.
    - We also, have not received the ROW permit from ADOT. Once we have that we can start digging the trenches for the pipe.
- We were contacted by ADEQ they are officer a free technical assistance for the completion of an asset management plan for small water systems. They have contracted with a 3rd party contractor who will be coming to inventory all assets, identify critical assets, assets condition and performance of our assets,

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develop a plan to maintain, repair and/or replace assets, and a plan for funding the maintenance, repair and/or replacement of assets. We will have a phone conference on April 20 and on May 2 they will do an onsite review. We already have a pretty good idea what areas we need to improve, replace and repair. With their assistance we will have a plan to achieve this.

- We had no major water leaks this month, however, while exercising a blow off valve on Oak and Onyx, it broke off resulting in a geyser that could be seen from the 69. We had 4 customers without water for a little while. There were some misleading comments on Facebook which stated one of the guys was stuck in the creek when in fact he was only parked by creek where the valve to close of that section of the water lines is located.
- I have had 2 people contact me regarding either using a well on their property or drilling a well on their property. I have not done much information gathering on this, the only information I gathered so far was just the cost to have a pump and water quality test done on the existing well, which would be $1500.00. I would like to add this to a future agenda for discussion with the Board to see if I should look into it further.
- I didn't put employee benefits on this months agenda because of the length of the meeting with our Open Meeting Law Training before the regular meeting it should be on the next agenda.
- I was contacted by Lonnie from the Chimney Ranch Trailer Park regarding the high nitrate water for the laundromat. The Board approved in September for Tosca to write up a contract to bring back to the Board to approve. There was a delay because Lonnie was unavailable because of the transition with the new owner at the Trailer Park and Frank was waiting to hear back from Lonnie before he proceeded. There are some very important decisions that need to be discussed that were not brought up in the September meeting before Tosca can work on the contract for the Board to approve.
- Water Turn Off's/Past Due Account
    - March there were 10 shut offs. They have all paid their bill and are back on.
    - We sent out 64 past due bills this month.

- Website usage
    - In the past 30 days our website has had 446 views (refers to the number of times the website has been visited) and 270 unique visits (Actual number of people who have visited the website). Example: if a customer goes onto our website 10 times in 1 day it will show there are 10 views and 1 unique view.
- Water usage this month
    - Angie and Chris finished meter reads in 1 day. We only had 4 re-reads!
    - This month we pumped 2,064,400 million gallons, 202,400 gallons less than last month.
    - We sold 1,752,400 gallons of water this month which is 152,000 gallons less than last month.
    - This month we had a water loss of 15.11% compared to 15.99% last month
- New Water Rates: We have had a few more complaints this month about the new water rates.
- This month's direct deposit check for the Bank of the West account was $9,717.91

Member Jones Motions to accept the Administration/Staff reports, Member King 2nds, Vote – Chairman Mish Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

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7. ACTION AND DISCUSSION ITEMS

7.1. OLD BUSINESS Ed Cocchiola entered meeting 6:15p.m.

7.1.1. Discussion and possible action regarding the renewal of the cell tower lease. (Tosca/Mardi)

The District's Attorney of Record Tosca Henry informed the Board American Tower does not have a contract ready to be signed. Member King wanted to know if she could ask a question. If we do not renew the lease what does that mean for the District. Ms. Henry stated at this point we do still have a contract. Member King said, I mean what happens if we choose to not renew the contract with American Tower. Ms. Henry referred to Ms. Befort for a reply. Ms. Befort stated the only other revenue stream the District has is our meters. Every meter would need to be increased by a minimum of $20.00 a month.

7.1.2. Discussion and possible action on the District Manager position, rate of pay and benefits (Mardi)

Ms. Befort informed the Board she passed her Grade 2 Water Distribution Exam.

Member King motioned to remove Ms. Befort's probation, payer her $22.00 an hour and have her 2 weeks of vacation based on 35 hours, Member Jones 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

7.1.3. Discussion and possible action on undeclaring the 2003 Dodge Ram Pick-up truck surplus or excess(Mardi/Tom)

Chairman Mish motioned to undeclare the 2003 Dodge Ram Pick-up as surplus or excess and to make the necessary repairs to not exceed $2500, Member Jones 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

7.1.4. Discussion and possible action on duct cleaning at rental (Mardi/Angie)

Member Kind motions to use Arrow Seal to clean the ducts at 12990 E. Central, Member Jones 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

7.2. NEW BUSINESS

7.2.1. Discussion and possible action on applying for a WaterSMART Small-Scale Water Efficiency Project Grant (Mardi)

Member Jones motions to apply for the WaterSMART Small-Scale Water Efficiency Project Grant, Member Cocchiola 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

7.2.2. Discussion and possible action on Resolution No. 2022-3-24 (Mardi/Tosca)

Member Mish Motions to approve Resolution No 2022-3-24, Member Kinds 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

Ms. Befort read the a Resolution aloud.

MAYER DOMESTIC WATER IMPROVEMENT DISTRICT
RESOLUTION NO.: 2022-3-24

WHEREAS, Mayer Domestic Water Improvement District authorizes to submit a proposal to the US Bureau of Reclamation in response to FY 2022 WaterSMART Small-Scale Water Efficiency Projects grant funding opportunity to install new Radio read meters within its distribution system. The project will reduce water losses and more effectively manage water demand.

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NOW, THEREFORE, BE IT RESOLVED that the Mayer Domestic Water Improvement District Board agrees to and authorize the following;

- The Mayer Domestic Water Improvement District Board have reviewed and support the proposal submitted;
- The Mayer Domestic Water Improvement District is capable of providing the amount of funding needed for the matching grant from the WaterSMART Grand; and
- If selected for a WaterSMART Grant, Mayer Domestic Water Improvement District will work with the Reclamation to meet the established deadlines for entering into a cooperative agreement.

This resolution was adopted by the Governing Board of

MAYER DOMESTIC WATER IMPROVEMENT DISTRICT

on March 24, 2022.

7.3. OLD BUSINESS POSSIBLE EXECUTIVE SESSION ITEMS

7.3.1. Discussion and possible action regarding Attorney General letter regarding Open Meeting Law complaints (Tosca)

Chairman Mish motioned to go into executive session at 6:32 p.m., Clerk Cocchiola 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye – PASSED

Member King motioned to exit the executive session at 6:53 p.m, Clerk Cocchiola ends, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

Pursuant to Arizona Revised Statutes 38-431.03(A)(3) or (A)(4), the Board may vote to convene in executive session for discussion or consultation for legal advice with the attorney or attorneys of the public body or for discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation on the Open Meeting Law complaints. No action will be taken in executive session.

7.3.2. Discussion and possible action on Chimney Ranch Trailer Park contract (Mardi/Tom)

Due to time and the importance of this agenda item, Ms. Befort recommended the Board schedule a special Board meeting just for this topic. Member Jones motioned to table this item and to schedule a meeting at a later date for this agenda item, Clerk Cocchiola 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

8. ADJOURNMENT

Member King motions to adjourn at 6:56p.m., Member Jones 2nds, Vote – Chairman Mish Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

Approved 4/28/2022 Board Member Signature and Title Kevin Jones MEMBER