Mayer Water District

Regular Board Meeting
Date: October 24, 2024 **Time:** 6:00 pm

1.1 The meeting was called to order at 6:00p.m. by Clerk, Shasta Guthrie.
Kathy King – Absent; Shasta Guthrie - Present, Keith Francen - Absent, Kevin Jones - Absent, Trish Pittman – Present
Not a Quorum, no votes will be taken.
Staff Present: Bob Hanus and Carrissa Anderson; Absent: Jerry Postema

1.2 Pledge of Allegiance

1.3 Mike Murphy was upset that there was an error on his bill even though it was correct he wanted it brought to the attention of the Board.

2.0 CONSENT AGENDA

The September financials and meeting minutes will be moved to the next meeting. October 08, 2024, special meeting minutes will be to the next meeting.

Pittman moved to amend the Sept. 26 minutes, Item 4.2., to reflect discussion that the District cannot run raffles, needs to buy their own supplies like candy and publicity, and the Board members aren't to donate to District operations.

Pittman questions from minutes on October 8. 2024. 2.1 Board was hiring Hanus/WET based on direction for ADEQ; what was directions from ADEQ? Hanus stated he had spoken with ADEQ and Hanus and Joe Thompson are listed as District Operators and covers the MOB. Pittman asked if ADEQ had sent that to us in writing and Hanus stated they would be. Guthrie asked Hanus for his certificate of credentials so that District can get them posted. Both Hanus and Thompson will provide.

Pittman questioned if all the financials, such as the bank statements, need to be included in the Board Packets or should different information be included. Pittman would prefer just bottom-line numbers, P&L, chart of accounts. Pittman also inquired about the current Budget and if that is available to the Public.

Guthrie stated that chart of accounts is being adjusted by CPA. The Budget is posted on the Districts website. Guthrie and King are looking to make mid-year adjustments.

3.0 EXECUTIVE SESSION

The Executive Session was postponed by the attorney. He is hoping for more information next week. Will need to set a special meeting to discuss.

4.0 ADMINISTRATIVE/STAFF REPORTS

4.1 Chair Report – no report

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4.2 Field Administrator Report – Hanus did not have a formal report prepared.
He did cover Bacti sampling, we need to take two samples each month. We will need to complete a tier 3 Public Notice since we missed September samples. Joe will be working with the crew to make the days schedule sooner. Joe will also work with the crew to help with work orders. Next month Bob will have a prepared report.

4.3 Business Administrator Report – Anderson gave updates on customer, vendor, and project audits. She also updated on transition between banks. Anderson announced the office clerk position has been filled. Susan has years of business experience and will be a great addition to the office.

5.0 CUSTOMER COORESPONDENCE

5.1 Letter from Ficaro and Districts response

This was included in the Board packet for informational purposes.

6.0 NEW BUSINESS ACTION AND DISCUSSION ITEMS

6.1 Guthrie recommended that everyone mark the dates on the calendars and plan on those dates until we can get with all Board Members for finalization.

6.2 No discussion as King was not present to present. Copies of job description was included in the Board packets.

6.3 Water testing was covered in Hanus' report earlier.

7.0 OLD BUSINESS ACTION AND DISCUSSION ITEMS

7.1 Guthrie stated no real movement as of yet. Francen was interested in Field Ops, Pittman is interested in Processes and Procedures. Guthrie asked if anyone could think of any other committees that may be need, even if not interested in joining.

7.2

7.3 Hanus was under the assumption that the proposal was enough as it was signed. Pittman explained that it would be better for all if a contract was in place. Guthrie asked if Hanus could meet with her and King to review a draft contract. Hanus agreed, Guthrie will set up.

7.4 Guthrie thinks we could likely change our stance on the rental. Guthrie found out there may be cameras involved in the lease with Pano AI. Guthrie hopes to have more information at the next Board Meeting.

7.5 Postema not present for update.

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7.6 Postema not present for update. Informational report included in the Board Packet.

7.7 Update on leak detection device, Hanus will investigate the situation and report back to the Board.

7.8 Discussion on Audit preparations will be moved to next meeting.

7.9 Discussion on building remodel will be moved to next meeting. Guthrie concerned about safety items being delayed, may need to re-evaluate the remodel process.

Guthrie informed attendees about Cyber Security Assessment that has been conducted in the previous weeks. Results from the assessment will be presented to the Board in an upcoming meeting. Guthrie also stated that moving forward agenda items should be submitted in writing with all the pertinent information: who, what, when, etc

The meeting adjourned at 8:05 p.m.

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