

Mayer Domestic Water Improvement District

Minutes of Regular Meeting

October 26, 2023

1. MEETING OPENING

1.1. CALL TO ORDER 6:00 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, Member Jacque Burruss – Present via ZOOM

Manager Mardi Befort, Project Manager Tom Thurman, were also present at the meeting.

1.3. PLEDGE OF ALLEGIANCE

1.4. COMMENTS FROM THE PUBLIC – **No Members of the public were present**

2. CONSENT AGENDA

2.1. Approval of August 2023 Financials

2.2. Approval of September 28, 2023 Meeting Minutes

Member Jones moved to accept the financials and minutes, Clerk Guthrie 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – did not vote technical issues on zoom - MOTION PASSED

3. ADMINISTRATION/STAFF REPORTS

3.1. & 3.2 Manager's Report/Office Report – **By Manager Mardi Befort**

- We had 5 blue stakes as of today.
- We had no leaks this month.
- I took a mini vacation last weekend; it was very nice and relaxing especially knowing the guys and Carla had things covered while I was gone. I am very proud of the current crew we have and feel confident in their abilities when I am gone.
- The Chevy broke down October 17, Bobby diagnosed the issue and had it all fixed within a day.
- Bobby almost has the old Dodge running what would have cost us over \$6000 he has been able to get done for under \$500 in parts
- The guys are working on getting the pins replaced on the backhoe. Bobby was concerned for the safety all of us working around the backhoe with how much play there was in the ram, they replaced that pin first.
- We have had some electrical issues at 2 of our wells, one electrical issue was on APS's side they have fixed it. It took Drill Tech about a week to come out and looked at the other wells electrical issue, they could not determine the cause. At first it would not turn on at all, then only manually but not remotely. A few days later Tom and I went out to take a look and it was all working properly.
- We had a lot of air in the lines at one of the wells, when Drill Tech came out the issue went away. They recommended not throttling the well down to below 10 gpm.

- American Tower – They have signed the contract and the one-time payment of \$32,000 has been deposited. I will start getting quotes for fencing, asphalt or concrete (for the driveway) and have the guys clean up and/or paint over the graffiti and look at any other repairs that needs to be done.
- All of our projects are taking longer than anticipated. I had really hoped to have Poland Junction finished by now. The delays are due to the priority of daily/monthly tasks, unexpected emergencies, vehicle breakdowns, delays with the various agency's we are dealing with and waiting for other parties to complete certain tasks before we can proceed. I have added the agency deadlines for completion of each project.
- ARPA Grant update: Still waiting on engineering to be completed. The engineer let me know last week that the survey crew would be out this week or next to complete the survey. **Deadlines: funds "allocated", contract signed with contractor, before end of 2024 and all funds spent before end of 2026.**
- Meter replacement grant: still waiting for the meters (ETA December 18) and end points (cellular radios) ETA February 2024. **Deadline: August 2024 can request extension.**
- Oakhills, No Update **No deadline, not high priority**
- Racetrack well: After several conversations with BLM, Mike Rice, the County and Big Bug Sand and Gravel. We plan on starting to dig for the main water line in the road in the spring after the snow and rain. However, we can start the layout of the piping in the yard from the well and tanks. We can also work on getting the electrical installed so we can get the booster pumps installed. This part of the project will be more time consuming, however if we had to pull the guys off for an emergency or we had inclement weather it would not cause any issues with BLM or the County. **Deadline for ATC(approval to construct) July 21, 2025.**
- Sandfilter (waterline erosion protection) project update: The County is heading this project. The County applied for an extension, **The new completion date is May 2nd, 2024.**
- Poland Junction Project. Currently waiting on the electrician before we can install the electrical and the pumps. The guys have been pot holing to locate where the waterlines are that we need to tie into. **No required deadline by an agency. However, it is s a very high priority!**
- The results from the PFAS testing ADEQ did last month came in and we did test above the MCL in one area. I posted the public notice. A copy of the results, notification and email from ADEQ are in your packet. They will be back out in 90 days to retest. **I would like to add this to a future agenda after we get the second test to review possible options.**
- Water usage this month and last month
 - It took 1 day to read meters. We had 2 teams.
 - We are still at a 20% water loss and actively looking for a leak. We have spent over 40 hours walking waterlines and using the listening device from Rural water and have not found it. Unfortunately, until it surfaces, or the guys can hear it with the device from Rural Water. There isn't much we can do. My fear is we will locate the leak in the area with 2" galvanized water lines and when digging it up we will create an even bigger issue as the pipe is so brittle. I believe our water loss in Poland Junction has improved, but I was not able to calculate anything because as the meter has stopped registering. I won't replace the meter until we are sure what size meter is needed for the new pumps. Hopefully Ed P. will have an answer for me in a few days.
- Website usage
 - In the past 30 days our website has had 380 views and 226 unique visits
- Hours worked by employee last 2 pay periods (4 Weeks total)
 - Pay Period 1 (9/23/2023 – 10/06/2023)

- CC – 43.82 hours Week one (Office)
 - Week one 21.35. Week two 22.14 hours
- MB – 80 hours (Office/Field)
 - Week one 39.50 hours, Week two 32.17 hours
- BM – 70.48 hours (Field)
 - Week one 38.00 hours, Week two 32.29 hours
- CP – 88.63 hours, 80 reg hours, 8.63 OT Hours (Field)
 - Week one 46.44 hours, Week two 41.54 hours
- TT – 31.5 hours (Field)
 - Week one 31.30 hours, Week two 0
- MV – 72 hours (Field)
 - Week one 38.21 hours, Week two 33.39 hours
- Pay Period 2 (10/7/2023 – 10/20/2023)
 - CC – 40.7 hours 32.7 hours plus 8 hours vacation (Office)
 - Week one 11.29 hours, Week 2 21.13 hours
 - MB – 80 hours (Office/Field)
 - Week one 37.50 hours, Week two 37.22 hours
 - BM – 60.47 hours (Field)
 - Week one 31.53 hours, Week two 28.35 hours
 - CP – 79.5 hours (Field)
 - Week one 42.37 hours, Week two 36.53 hours
 - TT – 9.03 hours (Field)
 - Week one 4.29 hours, Week two 4.33 hours
 - MV – 60.53 hours (Field)
 - Week one 31.58 hours, Week two 28.34 hours
- Direct deposit payroll transfer check for the Bank of the West:
 - \$13,727.39
- Correspondence in your packets.
 - ADEQ email and PFAS information.
 - 2-American Tower Payments

4. OLD BUSINESS ACTION AND DISCUSSION ITEMS

4.1. Discussion and possible action regarding the Lucas Well Litigation.

Tabled

4.2. Discussion and possible action on inspection and assessment of rental property.

Ms. Befort explained that the quotes were all relatively close all depends on how in-depth of an inspection the Board was wanting. The consensus from the Board was the need for a comprehensive inspection not a standard inspection.

Chairman King asked Member Burruss if she worked with any of the inspection companies listed. Member Burruss stated that she had only worked with Silver Hammer Inspections.

Chairman King moved to use Silver Hammer Inspections, member Jones 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 office clerk hours.

Chairman King moved to decrease office clerk hours to 10 hours per week until further notice, we've got some description things to work out, effective starting next week November 1,

Ms. Befort verified the motion was to reduce the office clerk hours to 10 hours a week.

Chairman King stated yes and hopefully Ms. Befort can work it around her schedule with a minimal amount of interruption of our office hour time.

Chairman King asked if she had a second, Clerk Guthrie 2nds the motion, Chairman King asked for a vote.

Vote - Chairman King - Aye, Clerk Guthrie - Aye, Member Francen - Nay, Member Jones - Aye, Member Burruss - Aye - MOTION PASSED

5. NEW BUSINESS ACTION AND DISCUSSION ITEMS

5.1. Discussion and possible action on update to employee handbook.

Ms. Befort stated that Chairman King asked her to write up a policy establishing guidelines for the issuance of the safety apparel and equipment and a policy regarding employees receiving tips. Ms. Befort stated that after researching other companies and how they write up their policies this is what she came up with. The Safety Uniform Policy is an addition to the policy while the tip policy is an addition to the STANDARDS OF CONDUCT & OTHER POLICIES section of the policy.

Safety Uniform Policy

The purpose of this policy is to establish guidelines for the issuance, care, and use of safety uniforms and personal protective equipment (PPE) provided by the District to ensure the safety and well-being of all employees.

The District will provide the necessary safety uniforms and PPE. Each employees will receive upon commencement of their employment 5 short sleeve safety shirts, 5 long sleeve safety shirts, and any other necessary PPE required for their job roles. This may include but is not limited to: Hard hats, Safety goggles/glasses, High-visibility vest/jackets, Gloves, Ear protection, Respirators or masks.

Employees are responsible for the proper care and maintenance of their safety uniforms and PPE. This includes regular cleaning and prompt reporting of any damage or malfunctions.

Employees must always wear all issued safety uniforms and PPE when necessary.

Employees are responsible for the replacement cost of any lost or intentionally damaged safety uniforms or PPE. Replacement costs will be deducted from the employee's paycheck. Upon termination of employment with the District, employees are required to return all issued safety uniforms and PPE. Safety uniforms and PPE must be returned to the District Manager on or before the employee's last working day. Failure to return them by this date may result in a delay in processing the final paycheck. The District Manager will verify all safety uniforms and PPE has been returned. Any unreturned safety uniforms and PPE replacement costs will be communicated to the employee. Once all safety uniforms and PPE has been returned, the final paycheck will be processed and disbursed minus any replacement costs for unreturned safety uniforms and PPE to the employee according to the regular payroll schedule.

Approved 11/16/2023 Board Member Signature and Title Kathryn King, Chair Page 4 of 6

Employees who do not comply with this safety uniform policy may be subject to disciplinary action, up to and including termination of employment.

Tip policy

- An employee shall not seek or accept any gifts, tips, service, favor, employment, engagement or economic opportunity which would tend to improperly influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his or her duties.

There was discussion with regards to damage to the shirts from the chlorine and if Ms. Befort had tested it on the shirts. Ms. Befort stated she had not because we work with 12.5% chlorine spilling it full strength on a pair of jeans will eat through the fabric and the fabric of the shirts is much thinner.

Chairman King asked if there were any other comments, Member Burruss and Member Francen stated they had none.

Clerk Guthrie stated that she feels what might enhance this is that it would meet OSHA and state standards and what other compliance that might be required. That the intention is to look out for their safety. Clerk Guthrie didn't have the exact wording to be added. Ms. Befort stated that she was having a hard time right at that moment to see where to add the suggested language. But she would be happy to work on it and bring it back to the next meeting for approval.

Chairman King stated she felt there was enough direction for an approval and Ms. Befort can add the suggested language.

Chairman King moved to update the employee handbook with the Safety Uniform Policy, Member Jones 2nds, Chairman added and the addition to the Standards of Conduct & Other Policies, Vote - Chairman King - Aye, Clerk Guthrie - Aye, Member Francen - Aye, Member Jones - Aye, Member Burruss - Aye, MOTION PASSED

Ms. Befort asked if before they moved on she might need a little bit more direction on Agenda Item 4.3. Chairman King asked if they could discuss it after the meeting. Ms. Befort stated she was wondering how the Board envisioned the 10 hours for the office clerk something like 2(two) 5(five) hour days or something different. Chairman King stated that was her (Ms. Befort's) deal however it works for her (Ms. Befort). Ms. Befort stated okay, she just wanted to make sure.

5.2. Discussion and possible action on scheduling working session meeting date and time.

Chairman King stated we have made so much progress in our organization of stuff, we recognize patterns of what works and what doesn't. Now we need to follow up with clear job descriptions. Mardi is coming up on her one-year thing and how do we evaluate a manager failing when you aren't sure what the job description is. We have new people here and have also made a change in the office clerk thing, we need to work out some things that incorporates all the input from everybody with what Mardi sees as a manager and as our project manager what he sees his needs are.

Chairman King would like to schedule a working session to discuss job descriptions. She would like to schedule a time when everyone can attend. The question was raised by Clerk Guthrie if it was essential for Ms. Befort to attend. Chairman King stated she thought it was as we need to have realistic ideas of what these different jobs are requiring. The board could not work out a time that fit everyone's schedule for a Saturday session. The suggestion was made to have the working session after the next regular Board meeting on November 16, at 5p.m. Ms. Befort stated that she would not recommend setting a specific time because if the regular meeting only last 15 minutes we can't start the working session early and if the regular meeting goes longer it would need to be cut short. The agenda can state something like "working session will start immediately following the regular board meeting". The consensus of the Board was to schedule the working session immediately after the next regular meeting on November 16, 2023.

6. ANNOUNCEMENTS

6.1. Next regular board meeting Thursday, November 16 at 4:00 p.m. with working session to follow.

7. ADJOURNMENT

Member Jones moved to adjourn at 6:55p.m., Clerk Guthrie 2nds, Vote - Chairman King - Aye, Clerk Guthrie - Aye, Member Francen - Aye, Member Jones - Aye, Member Burruss - Aye, MOTION PASSED