

# Mayer Domestic Water Improvement District

## Minutes of Regular Meeting

### November 16, 2023

#### 1. MEETING OPENING

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1.1. CALL TO ORDER 4:00 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**

**Manager Mardi Befort, Project Manager Tom Thurman, Attorney Michael Foy 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

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2.1. Approval of September 2023 Financials

2.2. Approval of October 26, 2023, Meeting Minutes

**Clerk Guthrie moved to approve the consent agenda, financials and minutes, Chairman King 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED**

#### 3. ADMINISTRATION/STAFF REPORTS

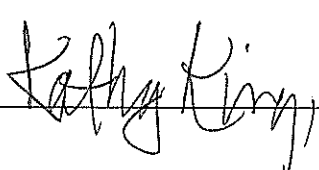
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3.1. & 3.2 Manager's Report/Office Report – **By Manager Mardi Befort**

- We had 5 blue stakes as of today.
- As of today, we have had 7 leaks. One meter we have scheduled to relocate as the current placement is not ideal. We will discuss this in agenda item 4.3.
- I have had to close the office a few times in the past 2 weeks for meetings and meter readings.
- American Tower – I am still working on getting quotes for the fencing and concrete.
- ARPA Grant update: I had a meeting with the County Monday, they are hoping we can get a signed contract by April at the latest. I have reached out to the engineer for a status report on completion date. **Deadlines: funds “allocated”, contract signed with contractor, before end of 2024 and all funds spent before end of 2026.**
- Meter replacement grant: No updates Meter delivery (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: No update **Deadline for ATC (approval to construct) July 21, 2025.**
- Sandfilter (waterline erosion protection) project update: The County advertised for bid on Wednesday, November 8<sup>th</sup> and the bids will be reviewed Thursday, December 21. Then the Board of Supervisors needs to approve the contractor hopefully in January. **The new completion deadline is May 2<sup>nd</sup>, 2024.**
- Poland Junction Project. We have been working on this as much as we can in between everything else. Ed P. has been helping us with electrical and pump connection. However, due to health issues he has not been

available for the past few weeks. All the electrical conduit is in place outside. The generator is in place, and we have verified it does run. **No required deadline by an agency. However, it is s a very high priority!**

- PFAS: The area that tested above the MCL was Poland Junction, it is either the tank or well. If the results come back still above the MCL, ADEQ will do more testing to pinpoint the exact location and then we can look at what we need to do to either filtration at the well, tank or possibly a new tank. Tom and I attended a workshop with ADEQ via ZOOM. There was a lot of good information presented in this workshop. We do have a significant amount of time before the new MCL will be enforceable. But because we did test above the MCL once we determine if it is the tank or well, we will need to look into funding. Funding can take a significant amount of time. I have provided each of you the slides from the workshop. After our second round of testing, I will add this to the agenda to review more thoroughly with everyone and what our options will be moving forward. **This will be added to a future agenda after we get the second test to review possible options.**
- I found a mapping system called DiamondMaps.com where we can map our entire system. The subscription is \$28 a month with unlimited users. The guys can access the site from their phones and make updates in the field. This will be a huge asset to the District. We can cancel anytime and keep all our information. You can visit their website DiamondMaps.com and watch a video on their home page or go to [https://www.youtube.com/watch?v=nXLOGxi\\_4H8](https://www.youtube.com/watch?v=nXLOGxi_4H8)
- Water usage this month and last month
  - It took 1 day to read meters. We had 2 teams.
  - Our water loss decreased slightly. We are at 16.36% since the last meeting we have not had time to actively look for the leak. We did have 2 leaks surface this week that we discovered while reading meters.
- RVS, our billing software, sends out an update yearly. I noticed with this new update we now have the option to set up payment arrangements so it will automatically add the payment arrangement to the bill.
- Website usage
  - In the past 30 days our website has had 394 views and 171 unique visits
- Hours worked by employee since the last meeting 1 pay period (2 Weeks total)
  - Pay Period 1 (10/21/2023 – 11/03/2023)
    - CC – 27.55 hours Week one (Office)
      - Week one 22.38 Week two 4.55 hours plus (1 sick day)
    - MB – 80 hours (Office/Field)
      - Week one 28.23 (Rest was vacation/sick) hours, Week two 40.20 hours.
    - BM – 63.60 hours (Field)
      - Week one 31.00 hours, Week two 32.36 hours
    - CP – 87.82 hours, 80 reg hours, 7.82 OT Hours (Field)
      - Week one 42.51 hours, Week two 44.58 hours
    - TT – 7.42 hours (Field)
      - Week one 5.25 hours, Week two 2 hours
    - MV – 63.28 hours (Field)
      - Week one 31.55 hours, Week two 31.22 hours
- Direct deposit payroll transfer check for the Bank of the West:
  - \$6,908.70
- Correspondence in your packets.

 12/14/2023

#### **4. OLD BUSINESS ACTION AND DISCUSSION ITEMS**

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

**At 4:07 p.m. Member Burruss moved to go into executive session, Member Jones 2nds, Vote - Chairman King - Aye, Clerk Guthrie - Aye, Member Francen - Aye, Member Jones - Aye, Member Burruss - Aye - MOTION PASSED**

**Exited executive session at 4:36 p.m.**

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

**Chairman King stated we need to decide which direction we are going to go with the information from the inspection. Raises Concerns about termite damage, settling cracks, and roof issues. She expresses worry about costs and potential structural problems.**

**Mr. Thurman advises immediate action on the smoke detector for liability and suggests encapsulating the flooring and offers cost-effective solutions, especially for flooring and offers to lend a new paint sprayer to the District. Ms. Befort confirms having bought smoke detectors and mentions leftover tiles from the remodel of the other rental that could be used and mentioned the carpet does not need to be replaced as it was installed in 2016.**

**Member Burruss believes most issues are cosmetic, except for the smoke detector. A concern was raised about the challenge of tenants living in the property while repairs are being made. Member Burruss stated we should give a 30-day notice of the repairs needing to be done and get consent from the renter and suggest supervised repairs while the tenant is at work. Member Jones expresses concern about a crack in the walkway as a potential trip hazard. Member Burruss agrees but said it is an easy fix. Chairman Kings inquires about the tub, to which Member Burruss identifies it as the bathroom sink, recommending re-caulking.**

**Clerk Guthrie raises a question about permits for the proposed tasks. Clerk Guthrie asks if any of the items require permits. Member Burruss and Tom respond no not for cosmetic work. Ms. Befort states that, as a government entity, they might not need permits and notes that government entities often have different rules, and cosmetic tasks typically do not require permits unless they involve structural changes or wiring.**

**Clerk Guthrie expresses embarrassment over the current condition of the house, emphasizing the need for integrity in managing non-water system ventures. Tom suggests assessing the costs, and Chairman King highlights the termite issue, emphasizing the importance of addressing potential safety hazards and liabilities. Chairman King proposes getting estimates from Tom and bids from contractors, focusing on comprehensive solutions rather than temporary fixes. Tom mentions involving a termite company to provide a complete cost estimate. Chairman King advocates for consistency in addressing liabilities and doing the job right, citing the unexpected success with the old office investment and the increased valued added when it was sold. She was approached by a water user who suggested exploring options for selling the property if it is renovated properly.**

**Member Burruss suggests considering a fence to secure the property, but Tom points out the issue of parking. Ms. Befort suggests adding a gate in the fence unless the board decides to restrict parking in the yard. Chairman King expresses a preference for a fence that provides visibility, not favoring privacy fencing. Member Burruss suggests white picket fencing for aesthetic appeal while addressing safety concerns. Member Jones raises the question of the fence's purpose, and Member Burruss emphasizes the need to prevent children and future renters from entering the company's yard during truck operations. Member Jones suggests chain link fencing as a practical solution. Member Burruss inquires about the car**

parked on the property. Ms. Befort explains that it belonged to the renters ex-husband, and its status is unclear since his passing.

Tom inquires about the monthly rent, and Ms. Befort states it is \$500. She also highlights that the rental income was factored into the rate increase during the rate study and eliminating it would result in a loss of half the increase. Chairman King clarifies that she is not advocating for doing away with it but wants to do what is right.

Clerk Guthrie expresses interest in breaking down the costs for individual projects rather than the entire house rehabilitation. She emphasizes the need to be prepared for potential use of in-house staff, acknowledging the challenges of balancing their time. Tom agrees, suggesting that in-house work could be a filler during periods of downtime, such as bad weather. Member Burruss points out the high cost and potential delays associated with hiring external contractors. Tom notes that in-house work is cost-efficient and mentions his experience using construction employees during slow periods to avoid losing them. Chairman King raises concerns about employee resentment and their carpentry skills, to which Tom responds positively, highlighting the value of utilizing skilled employees during downtime, especially in the winter. Tom offers to explore various options and present them to the Board. Clerk Guthrie inquires about the timeline for this, expressing concern about potential expenses and would the Board need to take action to do this. Ms. Befort stated that the Board would not need to vote as we are only getting cost estimates.

Chairman King emphasizes the importance of being respectful and timely actions for the current tenant, considering potential increases in rent. Clerk Guthrie suggests giving notice to the tenant to vacate the property for the repairs to be completed. Tom clarifies that the tenant does not have to move out permanently, just could not be home during specific repair times. Ms. Befort notes that the tenant is usually away during the day. Clerk Guthrie suggests that after repairs, the rent could potentially be increased, providing an incentive for the tenant to move. Member Burruss proposes giving a 30-day written notice, informing the tenant about changes and the possible involvement of a management company, allowing her time to consider her options. Tom explains the challenges of adding new requirements for tenants who are already in the property. Clerk Guthrie emphasizes the importance of conducting background checks, regardless of whether the process is managed in-house or by a management company. Member Francen highlights that the current tenant has been a good renter, paying on time with no issues, suggesting that her positive track record should be considered. Chairman King discusses the logistics of the renovation process and expresses concern about potential issues that might be discovered during the repairs. She suggests giving the current tenant notice to vacate by February 1st, allowing time for renovations without causing inconvenience. Member Burruss questions the decision, advocating for giving the tenant a chance to decide whether she wants to stay after the repairs. Chairman King emphasizes her concern about unexpected issues arising during renovations and the potential need for the tenant to vacate temporarily. Member Jones expresses disagreement with the idea of asking the tenant to move out for 30 days during renovations. Chairman King expresses the need to address the issues with the rental property and emphasizes the uncertainty of the renovation process. Member Jones advocates for allowing the current tenant to stay, highlighting the benefits of having a reliable person on-site. Tom mentions the added security provided by the tenant, and Member Jones shares his experience with problematic tenants in the past. Chairman King reassures that the intention is not to spook anyone but to address the business aspect of managing the property. Clerk Guthrie acknowledges the neglect of the property, while Member Burruss states the condition is not that bad she has seen much worse. Member Jones suggests that Tom, with his construction background, should assess the property and provide a report at the next meeting. Member Burruss agrees with this approach. Clerk Guthrie asks if the termite issue will be handled separately. Ms. Befort adds that the termite part would

be outsourced to a professional company. Chairman King inquires about the need for a motion, and Tom clarifies that a motion is not required for providing direction in the current study session.

Tom seeks clarification on whether the labor costs for the employees working on the rental property should be included in the cost analysis. Chairman King asks if the employees feel comfortable with such work, and Tom assures that they have experience in similar tasks. Clerk Guthrie expresses skepticism about the employees' availability for a major project and questions the necessity of having them if there is not enough Water District work. Member Jones disagrees with the characterization of the project as major; Clerk Guthrie emphasizes that while individual tasks may not be high-tech, the collective effort is substantial. Member Jones disagrees, suggesting that tasks like cleaning and fixing are straightforward and do not require tearing down the house. Chairman King acknowledges the potential challenges, especially with the termite aspect. Clerk Guthrie questions why these tasks have not been addressed earlier, and Member Burruss explains it is due to neglect by the previous Board.

Tom states he will provide estimates for tasks such as painting and flooring, indicating that the overall work can be completed in a couple of weeks, barring potential termite issues. Member Burruss shares experiences with termite professionals recommending either tenting or spot fixes based on the severity of the infestation.

Clerk Guthrie asks if they should get a termite inspection first. Tom suggests coordinating it with his assessment.

Chairman King inquires about the roofing situation, specifically the tarp seen in a picture. Tom explains the roof is leaking, and the plan is to use a sealant similar to what is used in mobile homes, encapsulating it with ever bright. Chairman King questions the code compliance and weight, and Tom assures it is lightweight and suitable. Member Jones mentions the roof was last done about 10 years ago, and Member Burruss highlights the cost-effectiveness of this approach. Clerk Guthrie wonders who put up the tarps. Ms. Befort stated, that is the million-dollar question. When the inspector came over after the inspection the two major things he noticed was the tarp and leaking roof and then the foundation, I asked him if the renter was at risk of living there and he said no, you could go another five years without doing anything and that house would be just fine. She explains that the tarp was placed in a way that diverts rainwater out, preventing further damage. It appears to have been done before the current renter moved in, and the staining on the tarp indicates it has been there for a while. Member Burruss suggests it might have been a temporary fix, and Member Jones believes it was likely done before the property was purchased. Tom adds that it might have been done before the roof was last worked on.

#### 4.3. Discussion and possible action on monthly water loss.

Chairman King stated she discussed this with Mardi and wants to see this as an old business item until we get this situation handled so we can all be responsible for what is going on with our progress, with what goals we have regarding solutions and results. I have to say, I gave Mardi kind of a last-minute thing about this. So, if she does not have all of her stuff, that is on me. But I think we can still get somewhat of an update verbally and see what the plan is for next month.

Ms. Befort stated while reading meters, we discovered some leaks. Some of the things we are seeing are we have Zenner meters that are leaking from the seal at the bottom of the meter. The issue is we do not know when those started leaking could have started a month ago right after we read meters or a week ago. So, it is hard to calculate how much water we lost. This is a big issue right now with the Zenner meters. We replaced 2 Zenner meters this month. Also, while reading meters, there was a leak in the

service line between the meter and the main line where it transitions from PVC to galvanized. We see this often with the galvanized pipe into the female PVC adapter. Unfortunately, we do not know if this has happened until it surfaces to the top. When it was noticed this month, it was just a damp spot. The guys said it was pretty saturated when they started to dig, so it has probably been leaking for a long time.

Member Burrus asked why they were not using the machine to listen for the leaks. Ms. Befort stated that we have not had time since our last meeting. We have been pretty busy with different things. But again, taking the machine out and listening is time consuming, and we have other priorities as well.

Mr. Thurman stated they have done a lot with the machine and already covered a lot of areas.

Chairman King I am thinking, a possibility for continue damage where meters are located and people possibly driving over them. And I mentioned to Ms. Befort, right over there at the end of Agua Fria, where all that heavy equipment has been going up and down that road up the hill, I would say, gee, that might be a possibility that there is something going on there. You know what I mean? How much heavy equipment can go over a water line before it just gives? So that is one thing that maybe we could be checking.

Member Burrus asked about trailer park might be another thing like could be checking. Ms. Befort stated they did check. They checked at the fire hydrant on Agua Fria and Sunset. They did put the sounding thing there and they did not hear anything.

Ms. Befort stated they checked the RV park, because they were thinking, with the mining right there and all the explosion, but our water line does not go that far to be affected. But they checked and did not hear anything. Unfortunately, we have old lines and with the two-inch galvanized, it is brittle, it leaks and until it surfaces to the top, we cannot see it. If we continue spending all this money trying to investigate what it is, when all that stuff is going to be replaced here, hopefully within the next year, I had a meeting with the county Monday, and they are hoping we can get into a contract with a contractor by April. As long as I can get the engineering by then, that is what the hold up is. I cannot go out for bids without the engineering because the contractor needs to know what they are doing. Ms. Befort stated she made a little chart. I did not get to do one for this month. And our water loss this month did go down. So, we were at 26% in September, October after fixing the leak in Poland Junction we went down to 20%. And then this month, we are at 16%. So, as we are finding the stuff, they are getting fixed. The meters only leak at the most for a month. But again, I do not know how much water we are losing. The two meters this month one the box was only damp so I would assume it was not leaking long while the other one was saturated with water and had water standing in the box. We had another situation over after the G&S booster, we found out the main line is like 1/2" down and someone had driven over it and the service line to the meter broke. That was not a long leak, but we find those things all over the place where the line is not deep enough. So, they did put a bunch of dirt down, fixed the road up, and got a decent amount of dirt above the water line. But until the pipe is exposed, we do not know.

Chairman King stated Well unless we get into a routine of inspection.

Ms. Befort but we did not know that the water line was not buried deep enough until someone ran over it, and we exposed it.

Chairman King stated I think you have to have a schedule, period of time in your experience, it needs to be done, going through and visually inspecting some parts of the area. If it is too big of a job, section it off, but visually look at it and where you know where the lines are in your mapping program is just going

Approved 12/14/2023 Board Member Signature and Title  12/14/2023

to be fantastic for that. Where this week we are going to do this and there is a section on the map, you walk the line if you need to and you go, wow, that pipe is exposed. It does not have to necessarily be wet, it is exposed, right?

Member Burruss stated I would figure out how long it takes to check all of the lines then then start over again.

Clerk Guthrie asked Ms. Befort if these (Zenner) are the meters that are going to be switched out when we change out to the smart meters.

Ms. Befort replied yes, we should be getting the meters around the 18th of December. So, this problem will go away with the meters. And we are only seeing it with the Zenner meters. When I started. Frank did an inventory, found a ton of Zenner meters, and started replacing old meters with these. When the Zenner salesperson came to visit me, and I was explaining to him that I have no interest in buying your meters because this what is happening, He said there was an issue, but it has since been fixed. So, we got a bad batch of meters. But at the same time when you buy the cheap meters, you are replacing them more often.

Clerk Guthrie stated they should be happy to replace them.

Ms. Befort stated she has no idea where we bought them. When you look at the water loss in the chart I created. I still think the Mayer Proper area is where we are having the biggest loss. Out in Oak Hills, it is like 0.67% of our total loss, but there is like 17% loss in Oak Hills, so that is another area that can be looked at, but it is only 0.6% of the total loss. I did break it down and I am keeping track of this every month. I started this September, October, and then I will work on it for November's reading. But Poland Junction until I get a new meter we cannot calculate.

Chairman King stated That's' awesome. Thanks for sharing that.

## **5. NEW BUSINESS ACTION AND DISCUSSION ITEMS**

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NONE

## **6. ANNOUNCEMENTS**

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6.1. Next regular board meeting Thursday, December 14 at 4:00 p.m.

## **7. ADJOURNMENT**

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Member Burruss moved to adjourn at 5:24 p.m., Member Jones 2nds, Vote - Chairman King - Aye, Clerk Guthrie - Aye, Member Francen - Aye, Member Jones - Aye, Member Burruss - Aye, MOTION PASSED