

# Mayer Domestic Water Improvement District

## Minutes of Regular Meeting

### April 27, 2023

#### 1. MEETING OPENING

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1.1. CALL TO ORDER 6:00 p.m.

1.2. ROLL CALL OF MEMBERS

**Chair Kathy King – Present, Clerk Keith Francen – Present, Member Jacque Burruss – Present via ZOOM, Member Kevin Jones – Present, Member Shasta Guthrie – Present**

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

1.3. PLEDGE OF ALLEGIANCE

1.4. COMMENTS FROM THE PUBLIC – **Two(2) members of the public were present – No Comments**

#### 2. ORGANIZATIONAL MEETING

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2.1. Discussion and possible action to accept Keith Francen's resignation as Board Clerk

**Member Jones moved to accept Keith Francen's resignation as Board Clerk, Member Guthrie 2nds, Vote – Chair King – Aye, Clerk Francen – Aye, Member Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

2.2. Discussion and possible action on election of new Board Clerk

**Member Jones moved to elect Shasta Guthrie as the new Board Clerk, Member Guthrie asked for clarification that the role of the Clerk is to sign checks, serve as Chair during the meeting in the absence of the Chair, but does not take minutes. Chair King 2nds, Vote – Chair King – Aye, Member Francen – Aye, Member Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

#### 3. CONSENT AGENDA

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3.1. Approval of February 2023 Financials

3.2. Approval of March 23, 2023 Meeting Minutes

3.3. Approval of April 13, 2023 Special Session Meeting Minutes

**Chair King moved to approve the consent agenda, Member Jones 2nds, Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

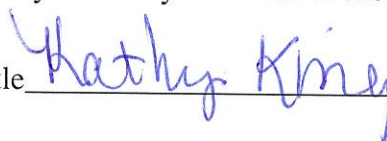
#### 4. ADMINISTRATION/STAFF REPORTS

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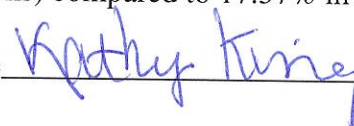
4.1. & 4.2 Manager's Report/Office Report – By **Manager Mardi Befort**

- We had 5 blue stakes as of today.
- We have not had any noticeable leaks this month but we have a very high water loss this month indicating we have a leak somewhere.
- ADWR annual water pumped and sold report has been submitted to ADWR. I included in your packets today some charts of well usage for the past 5 years.
- I am working on the 2017-2021 Small Community Water System Plan to submit to ADWR

Approved 5/31/2023 Board Member Signature and Title



- I will be mailing out the CCR's and newsletter in May, in the newsletter (and website) I would like to include a bio of our Board and staff. I will email or give a paper copy of the form for the Board and staff to fill out and return to me.
- I will be working on the Budget for 2023-2024 for the Board to review in May and approve in June. I will have a tentative copy for you all to review in the next few weeks.
- ARPA Grant update: (Replacement of 9000' of undersized and aging waterlines)
  - Still waiting for the engineering to be completed. I have a meeting with Tata & Howard the engineering firm and ADEQ on Tuesday.
- Oakhills:
  - No Update
- Racetrack well:
  - Tom and I had a meeting with Mike Rice yesterday so Tom could get on board with all of the rules/restrictions/regulations as it pertains to the BLM permit. We are planning to start this project in house end of June if not before.
- Sandfilter update:
  - No update
- Meter Replacement Grant:
  - Still working on the administrative part of the process.
- Poland Junction Project.
  - Everything has been ordered. I will start working with APS to get the electrical permitting completed and upgrades done. The VFD and pumps are expected to be here at the end of June. Once they are here it should only take a few days to get everything plumbed in and transferred over. We will work on getting everything else completed before it all arrives.
- Arizona State Land Department(ASLD) ROW (Right of Way) permittee for our waterlines coming from the Grapevine. **The last part is the survey with Granite Basin for the legal description that is to be submitted to ASLD then we will be good for 10 years.**
- Stephanie our accountant contacted me with regards to updating Quickbooks desktop to 2023 and asked me not to do it until I absolutely must because it will affect her ability to access Quickbook remotely. I ended up changing to Quickbooks online this will eliminate this issue the first year we will receive 50% off. After the first year the cost difference will be \$85 more a year.
- Water Turn Off's/Past Due Account
  - This month we sent out 76 past due bills
  - There were 5 people on the shut off list 1 is still off.
- Water usage this month and last month
  - It took 2 days to read meters this month.
  - March
    - Pumped 1.91 million gallons, 3,600 more than February
    - Sold 1.58 million gallons, 40,000 more than February
    - Water loss 17.37% (331,500 gallons) compared to 19.28% in February
    - 11 customers used 10,000 or more gallons of water totaling 277,300 gallons which is 18% of the water sold
  - April
    - Pumped 2.69 million gallons, 1.05 million gallons more than March
    - Sold 1.94 million gallons, 360,000 gallons more than March
    - Water loss 27.62% (741,600 gallons) compared to 17.37% in March



- 21 customers used 10,000 or more gallons of water totaling 411,000 gallons which is 21% of the water sold.
- **Our water loss has been above 15% since December. But no new leaks have shown up. We are actively looking for the cause of the water loss and have not been able to pinpoint where it is. I have isolated the area to the Mayer Proper area. Chris has walked the water lines in more remote areas of the system looking for any indication of a leak. We checked all the “inactive” meters to make sure the readings are correct. Most of them are off and locked. All of the well meters were read twice and verified. I looked over all the meter readings looking for anything out of the ordinary and could not find anything. I looked at the past 2 years of water pumped, and water sold for anything out of the ordinary. Today Chris and Matt checked all of our hydrants for possible tampering or theft as well as started checking all disenfranchised meters for the same thing, starting with the ones we have not verified the location of the meter and are in more remote locations. We have 47 disenfranchised meters. They found nothing suspicious. Chris also checked the creek crossing and nothing indicates a leak.**
- **741,600 gallons of water over 30 days breaks down to:**
  - 24,720 gallons a day
  - 1030 gallons an hour
  - 0.715 gpm or roughly 3/4 gpm
- Website usage
  - In the past 30 days our website has had 387 views (refers to the number of times the website has been visited) and 197 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.
- Direct deposit payroll transfer check for the Bank of the West:
  - February \$6,155.91 2 pay periods
  - March \$5,335.07 2 pay periods
  - April \$5,921.24 2 pay periods
- Correspondence in your packets.
  - None.

**Member Jones moved to accept the Managers report, Chair King 2nds, Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

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

### **5.1. Discussion and possible action regarding the Lucas Well Litigation.**

*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 Lucas Well Litigation. No action will be taken in executive session.*

**Member Jones moved to enter executive session at 6:23p.m., Clerk Guthrie 2nds Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

**Chair King moved to exit executive session at 6:33 p.m. Member Jones 2nds, Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member**

**Burruss – Aye. PASSED**

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

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**6.1. Discussion and possible action on accepting Tosca Henry's resignation.**

**Member Jones moved to accept Tosca Henry's resignation, Clerk Guthrie 2nds, Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

**6.2. Discussion and possible action on new general counsel for the District.**

**Ms. Befort stated she contacted 7 law firms only 3 responded each of them sent in their information. Clerk Guthrie confirmed with Ms. Befort that all the information was shared with each Board member for them to review. Ms. Befort stated each Board member was provided with the information. Clerk Guthrie motioned to retain Dan Jones as council effective immediately, Chair King 2nds no further discussion. Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

**6.3. Discussion and possible action on changing the May 2023 meeting date and time.**

**Clerk Guthrie moved to change the May 2023 meeting to May 31 at 6:00 p.m. Clerk King 2nds, Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**

**1.1. Discussion and possible action regarding annual employee review of District Manager Mardi Befort**

**There was discussion regarding Ms. Befort's performance, new rate of pay, and any new benefits, moving forward. It was decided to write up a contract spelling out the new rate of pay and any benefits for the Board to approve in May. No action was taken.**

## **7. ADJOURNMENT**

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**Member Jones moved to adjourn at 7:28, Clerk Guthrie 2nds, Vote – Chair King – Aye, Member Francen – Aye, Clerk Guthrie – Aye, Member Jones – Aye, Member Burruss – Aye. PASSED**