

# **Mayer Domestic Water Improvement District**

## **Minutes of Regular Meeting**

### **July 22, 2021**

- 1. CALL TO ORDER** 6:00 p.m.
- 2. ROLL CALL OF MEMBERS** Chairman Joe Mish – Present, Clerk Kathy King – Present, Member Kevin Jones – Present, Member Jacque Burruss – Present, Member Ed Cocchiola – Present
- 3. PLEDGE OF ALLEGIANCE**
- 4. COMMENTS FROM THE PUBLIC** No comments from the public.
- 5. CONSENT AGENDA**
  - 5.1.** Approval of April 2021 financials
  - 5.2.** Approval of May 27, 2021, Regular Meeting Minutes

**Clerk King motions to accept the consent agenda, Member Burruss 2nds, Vote - Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, Member Cocchiola – Aye – PASSED**

#### **6. ADMINISTRATION/STAFF REPORTS**

##### **6.1. Manager's Report – by Frank Soto**

- 5 blue stakes as of July 22, 2021.
- No main line water leaks this month. We did have 4 meters with water standing in the boxes.
- Having a large area of the system with air in the water and low water pressure. Still looking.
- Backhoe is back in service.
- Fann Environmental, Jim Muylle our operator, has informed us that the Lead and Copper samples came back good as did the bac-t samples.
- We have had one person apply for the outside position as labor and two ladies apply for the inside/outside position. Interviews to be scheduled with at least one Board member present.

##### **6.2. Office Report – By Mardi Befort**

- Water Turn Off's
  - We had 16 people on the turn off list. This was for accounts over 2 or more months past due.
    - 7 were turned off
    - 1 is still off as of today
    - 9 made a payment the day of turn off.
- Past Due Accounts
  - We mailed out 80 past due bills on 7/20/2021
  - As of 7/22/2021 there are 75 past due accounts. I do expect this number to go down as bills did just go out Tuesday.
- Website usage

- In the past 30 days our website has had 760 views (refers to the number of times the website has been visited) and 215 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.
- Last month I added a contact link on the Website and have so far been contacted by one person via email.
- Last month I made the new account application fillable online, however I learned last week you can not fill it out on your cellphone you will need to go onto a computer.
- Water usage this month
  - Because of the rain it took 3 days to read meters and do rereads. The guys were going to start at 6am to beat the heat but each day it was raining so they didn't start until 7am and one day they had to end early because of the rain.
  - The water usage has decreased this month. We sold 305,600 less gallons of water in this month vs. June. Usage over 10,000 gallons decreased to 63 from 91 customers in June.
  - Because of the power outages the G&S booster powered off resulting in more water coming to town resulting in Upper Goodwin overflowing overnight. Because of the decreased water usage this month our tanks have been staying full with the exception of this week.
- I mailed out the letter to ADOT on July 7, 2021, as of today I have not received a response.
- Deby Mulgrew came in and spent just over 15 hours organizing the files in the back room. They are now organized by vendor by year.
- This month's direct deposit check for the Bank of the West account was \$7,010.02

**Clerk King motions to accept the administration staff reports, Member Burruss 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**

## **7. ACTION AND DISCUSSION ITEMS**

### **7.1. OLD BUSINESS**

- 7.1.1. Discussion and possible action regarding the renewal of the cell tower lease. (Tosca)  
**Discussion only - Attorney Tosca Henry informed the Board she was able to speak with a representative from American Tower and the biggest sticking point for them was the Board decision to not add Arizona Broad Brand to the tower. The American Tower representee asked if the Board my reconsider their decision. Mr. Henry asked the Board if they would reconsider adding Arizona Board band to the tower, Clerk King said yes, Member Burruss said yes, Member Jones said no, Member Cocchiola said no, Chair Mish said no but he is reconsidering it and would like it added to the next agenda to discuss.**
- 7.1.2. Discussion and possible action on Oak Hills well and Racetrack Well. (Frank/Mardi)  
**Discussion only - Mr. Soto updated the Board that the Oakhills well is adjacent to the floodplain and additional information was needed to get approval for the Approval to Construct (ATC) and Approval of Construction (AOT) Racetrack well, the final plans for the Racetrack well were approved by ADEQ. Now we move forward with BLM (Bureau of Land Management) for approval plus we will also need to work with the Forrest Service and ADOT.**





- 7.1.3. Discussion and possible action on District property listed for sale by Realty Executives Arizona Territory, Patty and Jake Holbrook, located at 13193 E. Central Ave, Mayer AZ 86333 (Mardi)

**Mardi referred to a letter from Patty and Jacob Holbrook about their recommendations. The property has been listed for 22 days with only 2 showings. This is a sign the property is priced too high. In their professional opinion the price needs to be addressed. 197 people viewed the property online with only 2 showings, this says the price is too high. Homes in the area are selling for no more than \$98 per square foot. This house is priced at \$178 per square foot which is 81% above market value. At \$100 per square foot the house would be at \$84,200. Patty and Jacob recommend a reduction in price. One of the other recommendations made by the Holbrooks is to offer financing. Not offering financing eliminates a high percentage of buyers, which is also a factor in pricing.**

**Clerk King motioned to lower the price to \$84,200, Member Burruss 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Nay, Member Burruss - Aye, Member Cocchiola - Nay - PASSED.**

- 7.1.4. Discussion and possible action on approving addition to the policy in the Rules and Regulations policy regarding Responsibilities of the Board to include open meeting law training requirements for all board members. (Tosca)

**Policy reads;**

**Section 4. Responsibilities of the Board** The Board represents ALL the Owners/Users and is tasked with working in furtherance of the best interests of the District.

- New Board members **must** review the Arizona Open Meeting Laws prior to their first Board meeting.
- All Board members **must** take an approved Open Meeting Law Training Course on an annual basis, in the first quarter of each year.
- The Board **should** be attentive to the input of the Owners/Users.
- The Board **must** avoid conflicts of interest, and refrain from self-interest, either individually or as a group.
- The Board **should** actively be involved in customer relations.
- The Board **should** be in regular contact with Management and Staff and Direct Management and staff appropriately.

All new Board members will receive an orientation packet. They should also be directed to review the MDWID Rules and Regulations Policy, and the Yavapai County Special District Manual, which are all available on the District website (follow the Management Team link)

**Clerk King motions to add the responsibilities of the Board policy to the Rules and Regulations Policy Manual, Member Burruss 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**

- 7.1.5. Discussion and possible action on updating the Rules and Regulations policy to include a policy regarding Boardmanship conduct at all board meetings. To include



no threatening behavior, no foul language. (Tosca)

**Clerk King motions to update the Rules and Regulations policy to include a policy regarding Boardmanship conduct at all board meetings. To include no threatening behavior, no foul language, Member Burrus 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Abstained - PASSED**

## **7.2. NEW BUSINESS**

- 7.2.1. Discussion and possible action on scheduling a time for the District Board members to take a tour of the entire system to see completed improvements and where improvements are still needed. (Kevin/Mardi/Frank).

**Member Kevin Jones explained to the Board that years ago he backed up the field staff doing various thing in the field. He felt it was very beneficial for the board members to tour the system to get an understanding of how the system works which will help when making decisions at board meetings. Clerk King stated that when she had the tour 4 years ago she learned a lot and would love to see all of the improvements. Member Cocchiola said he only had one question, "Can he bring a picnic basket?" Frank stated that he agreed, but reminded the Board members that the public will be aloud to tour as well if there is a quorum of the Board. We would need to post an agenda like we do with all Board meetings. Chairman Mish suggested waiting until next month to pick a date for the tour, September would be a good month have a tour after the monsoons are over. The item was tabled until next month.**

- 7.2.2. Discussion and possible action to make Mike Rice Project manager for the Racetrack Well and line extension project. (Mardi/Frank)

**Frank explained to the Board that the Racetrack Well and line extension project deals with several different Governmental agencies, BLM, ADOT, Forrest Service, ADEQ, Yavapai County, ADWR and more. Mike Rice has a relationship with most of the agencies and it would be a benefit to the District to hire him to make sure the project runs smoothly. He retired from BLM and he understands how the agency works.**

**Chair Mish motioned to hire Mike Rice as Proect Manager for the Racetrack Well and line extension project, Member Cocchiola 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**

- 7.2.3. Discussion and possible action on the BNY Mellon (CAP Funds) Administration Fee payment. (Mardi/Frank)

**Frank explained to the Board that they Administration fee payment was to be taken out of the dividends earned, this year the dividends earned was \$3.57 which was not enough to cover the \$2,376.00 fee. So we will need to pay the fee out of the warrant account. The monies need to be used by the end of 2021. This should be the last fee we pay.**

**Clerk King motions to pay the CAP Funds Administration Fee out of the warrant account. Member Burruss 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**



**7.3. OLD BUSINESS POSSIBLE EXECUTIVE SESSION ITEMS**

7.3.1. Discussion and possible action concerning reasonable access to read the meter for account 681 (Parcel 500-09-128). (Mardi/Frank/Tosca)

*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 the easement for account 681 (Parcel 500-09-128). No action will be taken in executive session.*

Clerk King motions to go into executive session, Member Cocchiola 2nds Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED entered into executive session at 6:47p.m. Clerk Mish motions to exit the executive session at 7:18 p.m., Clerk King 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED

8. **ADJOURNMENT** Clerk King motions to adjourn at 7:19 p.m. Member Cocchiola 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED