

# **Mayer Domestic Water Improvement District**

## **Minutes of Regular Meeting**

### **November 18, 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 Ed Cocchiola – Present, Member Jacque Burruss – Present Via Phone
- 3. PLEDGE OF ALLEGIANCE**
- 4. COMMENTS FROM THE PUBLIC** No public comments
- 5. CONSENT AGENDA**
  - 5.1.** Approval of September 2021 financials
  - 5.2.** Approval of October 28, 2021 regular meeting minutes

**Clerk King made the motion to accept the consent agenda, Member Jones 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**

- 4 blue stakes as of November 18, 2021
- Sent the meter for account 151 to be tested at the request of the property owner. Meter tested 94% at low flow. Customer still denies having an issue with their plumbing and is accusing the District of not reading the meter correctly and or not reading the meter at all.
- Chimney Ranch trailer park hook-up is still on hold due to change in ownership. Lonnie (park manager) is piled under tons of paperwork.
- Bureau of Land Management (BLM) permit has been approved for the Racetrack Well project. This was quite an experience and would still not be done if it weren't for the time and effort of Mike Rice.
- Josh Green smashed his hand driving a grounding rod at the Sand Filter
- Chris Pomichter was bit by a dog while meter reading. Sheriff's office was called, and the dog was picked up. The dog was not up to date on his shots. At this time Chris does not need to get the rabies shots as the dog is being observed.
- We need to replace the rear tires on the backhoe soon.
- Arizona Department of Environmental Quality (ADEQ) has reduced the monitoring requirements for TThM's and HAA5's
- County grant won't be decided on until maybe March or April 2022.
- Approved by APS to proceed with electrical panel at the Sand Filter. Conduit is in and waiting on electrician to install meter panel. They apologized as they have been very busy with new construction.
- Mardi is doing a very good job and will be getting another raise due to her performance.
- Please follow the chain of command. I am always open to talk either in person or by phone.

## 6.2. Office Report – By Mardi Befort

### 1. Water Turn Off's/Past Due Account

- a. We had 13 customers scheduled to be shut off this month.
  - i. 10 paid the day of shut off or made payment arrangements with Angie
  - ii. 3 were turned off, they have all paid in full and have been turned back on.
- b. For November bills we have 78 past due account, bills will be mailed out tomorrow.

### 2. Website usage

- a. In the past 30 days our website has had 1029 views (refers to the number of times the website has been visited) and 194 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.

### 3. Water usage this month

- a. We were able to read meters in 2 days this month. It would have been done in 1 day had Chris not been bitten by a dog. Frank and Chris read meters on Monday Nov 15, Chris and I read meters on Tuesday Nov 16.
  - b. This month we pumped 2,497,800 gallons of water which is 127,300 more gallons than last month
  - c. We sold 2,178,700 gallons of water this month which is 33,400 gallons more than last month.
  - d. This month we had a water loss of 12.78% compared to 9.50% last month
4. American Tower deposit (which is the 2<sup>nd</sup> deposit) in the amount of \$25,073.66 was made 11/01/2021.

This month's direct deposit check for the Bank of the West account was \$3,531.40, this is far less than last month because our meeting is a month earlier and only 1 payroll since the last Board meeting.

**Clerk King made the motion to accept the administration/staff reports, Member Jones 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/Frank)

**Update only.**

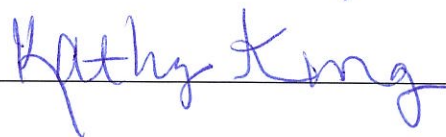
District Attorney, Tosca Henry gave an update to the Board regarding the negotiations with American Tower. American Tower is willing to give the \$6000 per year for maintenance at the tower site, but in return they are wanting to be able to get a credit at there discretion for any overpayments made by American Tower to the District.

It was asked about security at the site and if cameras could be installed. Ms. Henry stated that putting up cameras could put the District at risk if not done properly.

- 7.1.2. Discussion and possible action on Oak Hills well and Racetrack Well. (Frank/Mardi)
- Update only.**

**Mr. Soto gave an update on the two (2) well sites.**

**There was no update on the Oak Hills well since the last meeting. Nothing new has happened.**





**Racetrack Well – We have mailed out the contracts and check to Bureau of Land Management (BLM) for the permits. Ms. Befort stated that they were received but because the BLM is on Telework and not in the office every day. The checks have been deposited, but the contract may or may not be signed before Thanksgiving as many BLM staff are using their “take or lose it” vacation time off. We are able to move forward with the project.**

**Mr. Soto explained we are already getting quotes for materials for the project.**

- 7.1.3.** Discussion and possible action on approving water rate and fee Resolution No. 2021-11-18 to be recorded with the Yavapai County Recorder’s Office (Mardi/Frank)

**Ms. Befort explained that although the Board already voted to adjust the rates and fees we need to have a resolution adopted and have it recorded with the County.**

**Clerk King made the motion to approve the water rate and fee Resolution No. 2021-11-18 to be recorded with the Yavapai County Recorder’s office, member Jones 2nds, Vote - Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Nay, Member Cocchiola – Aye – PASSED**

**Clerk King read the title of the resolution for the record**

**MAYER DOMESTIC WATER IMPROVEMENT DISTRICT  
RESOLUTION NO.: 2021-11-18  
ADDING OR AMENDING FEES AND RATES AS ALLOWED BY ARIZONA  
REVISED STATUTES**

- 7.1.4.** Discussion and update on grant with Yavapai County. (Mardi/Frank/Tom Thurman)  
**Update Only**

**Mr. Soto explained Tom Thurman could not be here to give the update today because he was sick. Mr. Soto explained the County received more applications than expected. Because of this they hired an outside firm to review and prioritize the applications. Now a decision will not be made until March or April.**

**7.2. NEW BUSINESS**

- 7.2.1.** Discussion and possible action on approving updated new account application (Mardi/Frank)

**Clerk King made the motion to approve the new account application Member Cocchiola 2nds, Vote - Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, Member Cocchiola – Aye – PASSED**

- 7.2.2.** Discussion and possible action on approving letter to be mailed to customers regarding rate and fee adjustments effective January 2022. (Mardi/Frank)

**Ms. Befort explained the reason this is on the agenda and a letter has not been sent out already was because she wanted approval to send out the letter from “the Board” as she would not send out any letter from “the Board” without their knowledge or permission. It would be different if the letter was coming from staff.**

**Member Cocchiola made the motion to approve the letter to be mailed to the customer regarding rate and fee adjustments Member Jones 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 Requests for Proposals (RFP's) and permission to negotiate on projects issues that might arise for Racetrack well project (Mardi/Frank)  
**Mr. Soto explained that we sent out RFP's to 2 or 4 vendors each for materials, water tanks, shade(gravel) and the installation of the well pump for the Racetrack project. We only received one back for materials, shade and the well pump installation, and nothing from any of the vendors for the water tanks. Mr. Soto asked the Board for more authority to negotiate with vendors. Quotes may come in and an answer is needed long before the next board meeting.**  
**Member Cocchiola made the motion to give permission to negotiate on project issues that might arise for Racetrack well project. Member Jones 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**
- 7.2.4.** Discussion and possible action on adding meter policy to Rulers and Regulations regarding request for larger meter. (Mardi/Frank)  
**Ms. Befort read the policy aloud.**  
"The standard size meter installed at a residential home will be a 5/8" x 3/4" or 3/4" size meter. If a Water District customer requests a larger size meter than the standard size, a written Request form (available at the District office and on the District Website) must be submitted to the District, by the property owner, documenting the need for the larger size meter. All written requests will be reviewed by the Manager, and a written response will be provided within 30 days of receipt by the District. All costs related to the application, including, but not limited to, engineering analysis, are to be borne by the applicant. The District reserves the right to approve or deny any submitted request for a meter larger than the standard size meter"  
**Clerk King asked if we wanted to add something with regards to anyone wanting a smaller meter.**  
**Ms. Befort said that her and Ms. Henry would work on revising the policy and bring it back to the next Board meeting.**
- 7.2.5.** Discussion and possible action on application for customers requesting larger meters. (Mardi/Frank) **Tabled until the next board meeting.**
- 7.2.6.** Discussion and possible action on purchasing two (2) new tires for the backhoe (Frank/Mardi)  
**Member Cocchiola made the motion to purchase two (2) new tires for the backhoe. Clerk King 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 communication from customer regarding accounts 681 & 722 (Mardi/Frank/Tosca)  
**Frank Soto left the Board room**  
**Clerk King made the motion to go into executive session at 6:50 p.m., Member Cocchiola 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**  
**Member Cocchiola made the motion to go back into regular session at 7:23 p.m., Member Jones 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**

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

**Frank Soto returned to the Board room**

**Chairman Mish left the Board room**

**Clerk King made the motion to go into executive session at 7:26 p.m., Member Cocchiola 2nds, Vote - Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**

**Member Cocchiola made the motion to go back into regular session at 8:06 p.m., Member Jones 2nds, Vote - Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**

## **8. ADJOURNMENT**

**Member Cocchiola made the motion to adjourn the board meeting at 8:06 p.m., Member Jones 2nds, Vote - Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye - PASSED**