

Mayer Domestic Water Improvement District

Minutes of Regular Meeting

April 28, 2022

1. CALL TO ORDER 6:04 p.m.

2. ROLL CALL OF MEMBERS Chairman Joe Mish – Present, Member Kathy King – Present, Member Kevin Jones – Present, Clerk Ed Cocchiola – Present, Member Jacque Burruss – Present – via phone.

3. PLEDGE OF ALLEGIANCE

4. COMMENTS FROM THE PUBLIC No public present.

5. CONSENT AGENDA

5.1. Approval of January 2022 financials

5.2. Approval of corrected Minutes for August 6, 2021 to reflect meeting starting time was 10:00 a.m.

5.3. Approval of corrected Minutes for August 13, 2021 to reflect meeting starting time was 10:00 a.m.

5.4. Approval of February 24, 2022 Regular Meeting Minutes

Clerk Cocchiola motioned to approve the consent agenda, Member Jones 2nds, Vote – Chairman Mish – Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

6. ADMINISTRATION/STAFF REPORTS

6.1. Manager Report -By Mardi Befort

- We had 3 blue stakes as of today and no major water leaks this month.
- Oakhills update:
 - Greg Carlson came up from Tucson to get the pressure readings to submit to ADEQ so we can get the AOC(Approval of Construction).
- Racetrack well:
 - Everything is ready for when the tanks arrive
 - We should have the permit from ADOT Monday we can now dig the trench in the ADOT ROW and tie into the existing waterline.
 - We are still waiting for APS to put up the new power pole and transformer so we can dig our trenches for conduit, APS is waiting for approval from BLM, APS said it will be about a month. I have reached out to Mike Rice to see if he can help move this along faster.
- There is a revised Lead and Copper rule. By October 2024 we have to have a complete inventory list of the service lines before and after the meter. The EPA still has to finalize some requirements. There a company out there that can help with gathering the data for this project but it will cost us \$5000. As I learn more about this revised rule I will let you know. I am going to have Angie head up this project.
- I had my initial phone conference and went over a questionnaire with Paul with the 3rd party contractor through ADEQ who will be putting together our asset management plan. Just a reminder, this is free Asset Management assistance provided through ADEQ it involves an assessment of the utility's asset management practices and policies as well as performing a physical asset inventory of all the utility's water related assets e.g. wells, tanks, booster stations, treatment systems, office equipment, fleet vehicles, construction equipment, and buildings directly related to the operations of the water system. They assign an expected lifespan to each existing asset based on the asset's

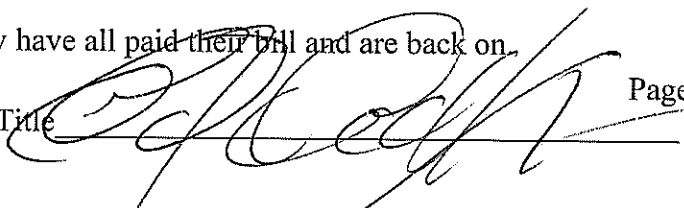
condition and age. They then use that info to create a repair-replacement strategy (a capital plan of sorts) for the utility. Paul will be here on May 2nd for the onsite review of our assets.

- The property owner who came to the meeting last month about allowing us to drill a well on her property on Central in exchange for getting meters to feed the multiple trailers that will eventually go on the property so she can sell it. I only received 1 quote which was from Drill Tech for a commercial well similar to our Roberts well; \$52,357.56. My recommendation would be to not go any further on this. The cost is high with no guarantee of quality water or water at all, plus we have 150 other residents on the meter waiting list, many who might be willing to make the same kind of offer. If the Board wants to explore this more I would suggest we open up the offer to every person on the waiting list starting with the first person on the list.
- I submitted the Meter replacement grant on Monday, a copy of the grant is in your packet to review, along with the confirmation that the grant was submitted.
- As for the Grant with Yavapai County there is an email in your packets explaining why it has taken longer than initially stated for the Supervisors to vote on who will be awarded the grant funds. They had 69 requests totaling \$50 million, yet they only have \$10 million allocated for this grant. Per the letter the Supervisors should be voting on who will be awarded grant funds during one of their supervisor board meetings in May. My hope is at our next Board meeting I will have an answer for you.
- Gary Yunkins is no longer employed with the District. I am actively looking for a replacement for him. Archie is still out with some personal medical issues. He has done some work from home repairing our well sounder and chlorine pumps. Currently it is me, Angie, and Chris. Chris does not have backhoe experience. We are going to need help with the upcoming projects. I am looking for someone who has backhoe experience, a CDL, I would prefer they have water certifications or be willing to get them within the 1st year and has experience in making repairs to waterlines. This is going to be hard to find when we do not offer, fulltime, high wages or any benefits. But, I will cast a net and see what comes up. I have added offering employee benefits to the agenda. I think even if we don't currently offer full time employment or great wages, we can still offer some incentives to attract and keep qualified employees.
- The past few years we have had very little snow and rain. We may have to put restrictions on water usage this summer. Low water tables, well levels since December 2020 are in your packets. Also, MAP results came back, arsenic levels at the wells by Pioneer Landscaping have increased which could prevent us from using Cliff and Gate this summer. I will be contacting surrounding water systems to get prices on purchasing water if need be.
- We received the 2021 CCR (Consumer Confidence Report) from Jim Muylle they will go out next month.
- I replaced all of the locks within the District with Kwickset SmartKey locks the cost was less then \$400. This will allow the District to rekey locks in seconds when necessary. We have had employees loose keys in the past and/or not return them.
- Today Tom Thurman resigned as project manager. He said that he had hoped a simple back procedure would help but it hasn't. He is still available incase of an emergency or if we are in a bind for someone to run the backhoe.

6.2. Office Report - by Angie Hufford

- Water Turn Off's/Past Due Account
 - April there were 5 shut offs. They have all paid their bill and are back on.

Approved 5/26/2022 Board Member Signature and Title



- We sent out 60 past due bills this month.
- Website usage
 - In the past 30 days our website has had 367 views (refers to the number of times the website has been visited) and 201 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.
- Water usage this month
 - Chris and I finished meter reads in 1 day. We only had 1 re-read!
 - This month we pumped 2,295,600 million gallons, 231,200 gallons more than last month.
 - We sold 2,066,200 gallons of water this month which is 313,800 gallons more than last month.
 - This month we had a water loss of 9.9% compared to 15.11% last month.
- This month's direct deposit check for the Bank of the West account was \$10,511.60.
- In the past 30 days we had 22 new account set up's/deposits.
- Arrowseal came to clean the ducts for the rental house on 4/21/22, cost was the same as the estimate \$499.00.
- I have been working on organizing old file boxes that were in the Poland storage unit. I am trying to make it much easier to find things when looking for old receivables, bills, meter reads, etc.
- I have also been organizing customer files and putting them in order of date, most current to oldest and looking for deposits that were not properly entered into RVS from years prior.
- I attended a Zoom call with Marti for 120 Water. I will be learning how to export reports on to a spread sheet for new lead testing laws.
- John from Badger Meter stopped in the office and talked about the upcoming conference that he will be at. John explained that there will be a lot of good information there, and it would be a great learning experience for me being new to the profession.
- Next month we will be filing 2 leans if the accounts are not paid.
- If there is any additional information you would like me to include in my office reports, please call me and I will add it to next months report.

Clerk Cocchiola Motions to accept the Administration/Staff reports, Member Jones 2nds, Vote – Chairman Mish – Aye, Clerk Cocchiola – Aye, Member King – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

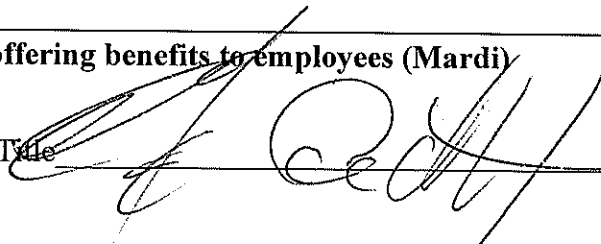
7. ACTION AND DISCUSSION ITEMS

7.1. OLD BUSINESS

- 7.1.1. Discussion and possible action regarding the renewal of the cell tower lease. (Tosca/Mardi)**
 Chairman Mish requested information on the technology on the tower. Clerk Cocchiola requested information regarding whether or not the District's attorney had previously represented American Tower. Chairman Mish tabled the item for further review of the lease agreement. Member King exited the meeting at 6:41p.m.

7.2. NEW BUSINESS

- 7.2.1. Discussion and possible action on offering benefits to employees (Mardi)**



Ms. Befort requested the District offer vacation pay to employees as a way to entice future employees and keep current ones, as we do not offer medical benefits, fulltime or competitive pay.

Member Jones motioned to offer 1 hour of vacation for every 20 hours worked up to 24 hours a year and employees can carry over up to 40 hours into the next calendar year beginning July 1, 2022. Current employees who have been employed since January 1, 2022 to receive 12 hours of vacation pay on July 1, 2022 and earn 1 hour for every 20 hours worked up to 12 hours for the remainder of 2022, Clerk Cocchiola 2nds, Vote – Chairman Mish – Aye, Clerk Cocchiola – Aye, Member Jones – Aye, Member Burruss – Abstained - PASSED

7.2.2 Discussion and possible action on FY 2022-2023 Budget (Mardi)

Chairman Mish asked if there was any significant changes from last years budget. Ms Befort explained that the only significant change was in payroll because we have projects coming up and she will be looking for more staff.

Clerk Cocchiola made the motion to approve 2022-2023 FY budget for publication in the hearing. Member Jones 2nds. Vote – Chairman Mish – Aye, Clerk Cocchiola – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

7.2.3. Discussion and possible action on staff attending Rural Water Conference in Prescott on May 17th & 18th (Mardi)

Ms Befort stated that Ms Hufford and herself would like to attend the conference and would like to close the District office early on above stated days.

Clerk Cocchiola made the motion to approve attending the conference and closing early, Member Jones 2nds. Vote – Chairman Mish – Aye, Clerk Cocchiola – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED

7.2.4. Discussion and possible action on purchase of updated No Trespassing signs for all District sites. (Mardi)

Ms Befort was directed by the Board to obtain more quotes for this matter.

7.2.5. Discussion and possible action on purchase of new District sign for the District office. (Mardi)

Ms Befort was directed by the Board to obtain more quotes for this matter.

7.3. OLD BUSINESS POSSIBLE EXECUTIVE SESSION ITEMS

7.3.1. Discussion and possible action on Chimney Ranch Trailer Park contract (Mardi)

The Board directed Ms. Befort to contact Lonnie, the manager of Chimney Ranch Trailer Park, for more information.

8. ADJOURNMENT

Chairman Mish motions to adjourn at 7:03p.m., Member Jones 2nds, Vote – Chairman Mish – Aye, Clerk Cocchiola – Aye, Member Jones – Aye, Member Burruss – Aye - PASSED