

**NOTICE & AGENDA OF PUBLIC MEETING
MAYER DOMESTIC WATER IMPROVEMENT DISTRICT**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Board of the Mayer DWID will hold a meeting open to the public at

6:00 p.m. on Thursday, June 1st 2017

Water District Office Meeting Room
12994 Central Ave., Mayer

- I. **Call to Order**
- II. **Roll Call of Members**
- III. **Pledge of Allegiance**
- IV. **Approve minutes of 5/26/17**
- V. **Call to Public**
- VI. **Discussion/Report/Possible Action Items**
 - a. **Action to appoint fifth board member to the board**
 - b. **Action to revise/update employee handbook sick leave/vacation policy from 5 hours per 40 work hours to 1 hour per 30-hour work hours effective Friday June 2, 2017**
 - c. **Action on status of 2011 Ford Pick Up**
 - d. **Action on status of G & S Gravel project**
 - e. **Action on Budget FY2017-2018 timelines, requirements and related information.**
 - f. **Action to adjust employee work hours to Mon-Fri 7:30 a.m. to 11:30 a.m., one hour lunch (mandatory use of timeclock), 12:30 to 4:30 p.m. Office hours remain the same except for lunch**
 - g. **Action to make change in payroll from weekly to bi-monthly**
- VII. **Adjournment**

COPIES OF THIS AGENDA ARE AVAILABLE AT THE DISTRICT OFFICE, 12994 CENTRAL AVE., MAYER, DURING REGULAR BUSINESS HOURS (MON-THURS 8 A.M. – 4 P.M., FRI 8 A.M. – 2 P.M., CLOSED DAILY 12:00 – 12:45).

Note: If any disabled person needs any type of accommodation, please notify the Mayer Water District Office at (928-632-4113). Requests should be made as early as possible to arrange accommodation.



Mayer Water Improvement District

June 1, 2017

1. Call to order: Meeting started at 6:01pm

2. Roll call: Four members present, one vacant seat on board. (Kathy King, Joe Mish, Jackie Burress, Ron Good.

3. Pledge of Allegiance to the flag.

4. Kathy: Approval of May 26, 2017 Minutes.

Kathy, Joe, Jackie, Ron - all in favor for approval of May 26, 2017 minutes.

5. Call to the public:

Joanne Coe: Border St. Lucky to have a water company and if we don't handle it right, we are not going to have one.

Jean Olea(sp): (address?) Let people know what you have been going through - we need to know.

Rita Macdonald: 10261 Pine St. Kathy King and Joanne Coe have been dedicated for eight years and have fought for this company.

Becky Hoover: 10301 S Jefferson St. This is my first meeting. I wanted to be a part of the community and know what is going on.

Daniel: Spoke on behalf of Doug Babbit and Joe Thompson. Agenda, item B (sick leave/vacation), all of us here work 24/7, we're on 24/7 call. He hopes their time is worth more than 1hr per 30 hrs of work.

6 Action/discussion to appoint 5th board member. Kathy: We have three wonderful applicants: Dennis Chamber(s?), Frank Soto, and Rita Macdonald. Kathy reads letters of applicants.

Frank Soto: You have some very serious problems, you are going to have to make some hard decisions. If I am chosen, I am ready to get this job done.

Rita Macdonald: I will support you guys one-hundred percent.

Dennis: I've been here two years and have kind of taken things for granted, all of a sudden I have started to question how things are running. Values I have carried throughout the years helped me to understand how things should be run.

Kathy: Action to appoint vacant board position. Do I have a motion? Joe makes motion to nominate Frank Soto, Jackie seconds, All in favor. Frank Soto fills 5th board seat.

7. Action/discussion to revise or update employee handbook sick leave/vacation policy, from five hrs per forty hrs of work to one hr per thirty hrs of work effective June 2, 2017.

Kathy: Do I have a motion? Jackie makes a motion, Joe seconds it.

Kathy: Now we will discuss this. We have three full time employee's (fourth person, the manager quit previously salary at approximately \$60,840.00), each employee gets five hrs per forty hrs of work. I calculated on 52 wks a year, so that would be about \$216.00 per employee in one year. This can be evaluated in two ways, rate of pay or we owe them the time off. With this format, you have 6.5 wks of paid vacation in a year. Three employees earning around \$18.00 per hr, amounts to \$4,600.80 a year, per employee. Multiply that times three, it comes out around \$14,040.00 a year. With Manager and employees, vacation

and salaries totaled \$187,200 and that's before the overtime and benefits and healthcare that they receive.

Mayer water sales were approximately \$277,000

Employee salaries were approximately \$209,000

Jackie: According to the law that comes into effect on July 1st, 2017 (The Fair Wages and Healthy Families Act), a company with 15, or fewer employees is to give 1 hr paid sick time for every 30hrs of work.

Kathy: That is something we as a board will have to discuss in detail. We will have to check on Government sources.

Ron: You are giving them no vacation time. So I disagree with this.

Kathy: That is correct, that is the way the motion is set up. We are talking about what they will be accruing in the future.

Ron: You are not giving them vacation - you don't hire someone and not give them vacation.

Kathy: They have a substantial amount accrued at this point, we are not taking that away from them.

Ron: How many weeks right now, have they accrued?

Kathy: 6.5 wks of paid sick leave/vacation a year.

Ron: No, you said saved up, how much do they have saved up.

Kathy: Around \$3,700.00

Ron: How many hrs?

Kathy: I made an approximate calculation based on their pay stubs. Does someone have a calculator? Divide \$3700 divided by 18.

Joanne Coe: 205hrs

Kathy: That is a lot.

Ron: I agree. But they have to have vacation time.

Kathy: This does not take away what they have currently and we are meeting the legal limit of what we are required to offer as of July 1st 2017.

Ron: For sick time.

Kathy: For sick time.

Joe: If they work 30hrs, we don't have to pay them a darn thing.

Kathy: I get your point Joe, but we are trying to keep the people working and keep the financials afloat. This is not sustainable, whichever way the vote goes.

Jackie: This is a step in the right direction.

Ron: I don't disagree that 5hrs is wrong ... (unintelligible).

Kathy: We are not saying its a vacation policy.

Ron: It says sick leave/vacation policy.

Kathy: That's how it is right now in the policy handbook. We are converting it from sick leave/vacation, to sick leave. And quite frankly, I was thinking just to have it paid time off, but we can't do it that way.

Ok, I am going to call for a vote. Motioned and seconded to reverse the current employee handbook sick leave/vacation policy from 5hrs per 40hrs to 1hr per

30hrs, effective June 2, 2017. All in favor.

8. Action/discussion on status of 2011 ford pickup.

Kathy: This is just on the status, no motion , no vote. Truck was purchased around Feb 8, 2017. List price was \$39,420

Jackie: The list price was for brand new.

Kathy: We paid \$30,669.64

Jackie: There was no extended warranty on the truck. It had over 139,000 mi on it and we could have bought a new one for \$9,000 more.

Kathy: Just so everyone knows, the expenses so far: Wheel bearings \$919, Transmission going out \$380, other \$115. This will be discussed on another agenda, we will have to discuss where our options are.

9. Action/discussion on G&S Gravel project.

Kathy: Joe mish on previous agenda was asked to find out status and report back.

Joe: Met with Mr. Miller. Was told we don't need any attorneys, Joe, your word is good. The problem right now is to secure the finances for the pipe that we need. Will see if we can get an extension to do the work. Will give a much more detailed report at the next board meeting.

Ron: We have a bunch of pipe at poland junction. It may not be the type we need.

Joe: I will look at all of the options.

10. Action/discussion on budget.

Kathy: They didn't have a budget last year so we don't have a lot to work with, but we are going to go forward getting a budget and getting it balanced. We might have to have a work session to move the numbers around and see where they need to be.

11. Action/discussion to adjust employee work hours M-F 7:30 to 11:30 with a one hr lunch, 12:30 to 4:30 pm. Mandatory use of time clock.

Kathy: Do I have a motion? Joe motions, Kathy seconds. Discussion.

Kathy: I don't know when this was changed, it used to be half hour lunch. We are now faced with liability issues with peoples health in the summer time with the heat. One hour lunch, two fifteen minute breaks, one in the morning one in the afternoon.

Ron: The only question I have is the Sat/Sun hour situation.

Kathy: That will be discussed on the next item. Ok. Let's vote. Kathy, Joe, Jackie vote yes, Ron voted No.

12. Action/discussion to make payroll from weekly to bi-weekly.

Kathy: Can I have a motion?

Jackie: Is that every two weeks?

Kathy: Twice a month. Every other week. So, do I have a motion? Joe motions, Jackie seconds. Ok, discussion.

Ron: You were saying it was covered in this discussion?

Kathy: Yes, this will be less labor intensive and it ends on a Sunday.

Ron: I don't disagree with that, you said this would cover Sat and Sun?

Daniel: May I say something? You were trying to figure out how to not have them work overtime, you have just increased their hrs to 40hrs, now you will have to pay them overtime to work Sat and Sun.

Kathy: We will have to think about how to do this. But this weekly payroll check thing is about doing payroll bi-weekly.

Ron: You can't say twice a month. Because there are two months out of the year that they will get three paychecks.

Jackie: You can say, the 1st and the 15th.

Kathy: So I have a motion to make a change in payroll to bi-weekly instead of weekly. Joe motioned, Jackie seconded, all in favor.

13. Adjournment

Adjourned at 6:52