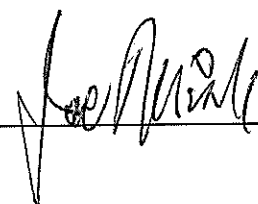


Mayer water Improvement District

Minutes of Regular Meeting

April 23, 2020

- I. Call to Order **4:00 p.m.**
- II. Roll Call of Members -
Chairman Joe Mish, Clerk Kathy King, Member Kevin Jones, Member Jacque Burruss via phone, Member Dennis Chambers, absent
- III. Pledge of Allegiance
- IV. Comments from the Public **No Public Present**
- V. Approval of meeting minutes from Regular session February 26, 2020
Clerk King motions to accept meeting minutes from Regular session February 26, 2020, Member Burruss 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED
- VI. Approve financials from January 2020
Clerk King motions to accept financials from January 2020, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED
- VII. Approve financials from February 2020
Clerk King motions to accept financials from February 2020, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED
- VIII. Manager's report – **By Frank Soto - Manager**
 1. Reduced work load on employees on 4-1-2020 to keep employees safe as possible from covid 19. Everyone is back on a regular schedule at this time.
 2. 3 blue stakes as of April 23, 2020.
 3. Still in the running for the flood grant. May have to do some of the work ourselves. Applying for the Search grant from Rural Development for PER.
 4. Replaced roof on Sand Filter building. No Leaks!
 5. Ms. Tosca Henry Esq. has sent counter proposal to American Tower. It includes all of the items that Manger brought before the Board on February 27, 2020. Mr. Doug Fant also reviewed the proposal and gave his OK.
 6. Oakhills Well rehab still needs more work. Received "green tag" for the temporary electrical service. APS is now waiting on us to put in the conduit. We need to pour concrete pad, put up building and install fencing.
 7. Roberts Well site is ready for us to put in electrical and pour concrete pad.
 8. Update on agreement with Forest Service and Permittee Tom Lowe.
 9. Met with ADWR on 2-25-2020 concerning reimbursement for Oakhills well, Roberts well and Racetrack well from our CAP account. ADWR is asking for more documentation.
 10. We purchased two used grizzly rock separators for \$700.00. To be used for making our own "pipe shade" material when possible. One load of shade from the gravel pit is about \$350.00.
 11. Budget time again. Staff will provide a tentative budget next month and post and publish notice for a public hearing for the budget at the May board meeting.
 12. Looking into making the "Blue Tube" more drive-up friendly.
 13. It will cost about \$1500.00 to put back the block wall in front of office once the fence and old concrete is removed.



14. Need to purchase tires for the backhoe and fix some hydraulic leaks on it as well.
15. Mardi suggested having a possible customer appreciation Bar-B-Que.
Member Jones motions for accept the Managers report as stated, Clerk King 2nds, Member Jones asked if the separators purchased would be used on material we have on hand, Frank replied we would use it on our spoil pile when feasible. Chair Mish stated on the possible Customer Appreciation BBQ, he thinks it is a good idea and would like to see it on the next agenda. Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

IX. Office report By Mardi Befort Office - Manager

1. We had 12 accounts on the shut off list this month. 6 are still unpaid.
2. Mardi worked from home for 3 ½ weeks because I had a cough. I was able to answer the office phone via the Verizon App, take payments via credit/debit card and worked on gathering all of the minutes and putting them into binders.
3. Mardi researched the CARES Act to see about applying for the Paycheck Protection Program loan to help with payroll because of COVID-19 and employees either not working because of social distancing or being sick. We do not qualify because we are considered a government entity and will actually not be losing income long term because customers will still have to pay their water bills at some point even if it is delayed a few months.
4. All employees are now set up on Direct Deposit.
5. Dave only worked 9 hours the last pay period because of social distancing. All other employees were able to work the minimum of 20 hours a week.
6. The new contact for the rate study with RCAC is Mario Cassillas, he is very easy to work with and has offered to help with the SEARCH Grant Application as well
7. Mardi had to upgrade to the 2020 version of Quickbooks because the 2017 version was no longer going to be supported and we would not be able to run payroll. The Cost was \$299.95
8. This month's direct deposit check for the Bank of the West account is \$4911.49 which will bring the account balance back up to 10,000.00.

Clerk King motions to accept the office report as stated, Member Jones 2nds, Frank addressed Doug Faunt and stated that Mardi has found some minutes with incorrect dates on them. For example, when going from December of one year to January of another year, the year was incorrect. How do you correct them? Doug stated changing or correcting the dates is fine without board approval. Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

X. Discussion/Review/Action

- a. Discussion and possible action regarding discussions with American Tower for possible lease renewal. The Board may vote to enter into executive session pursuant to Ariz. Rev. Stat. Section 38-431.03(A)(3) for consultation with legal counsel for legal advice, or 38-431.03(A)(5) for consultation with legal counsel regarding contracts that are the subject of negotiation.

Clerk King motioned to discuss and take possible action regarding discussions with American Tower for possible lease renewal, Member Jones 2nds, Attorney Tosca Henry went over her discussions with American Tower regarding the lease renewal. Ms. Henry reviewed with the Board the 2 options American Tower had already offered the district, and the counter offers that she has been discussing with American Tower with regards to what is in the best interest of the District, financially, as well as, ensuring the maintenance and safety of the Tower site. Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- b. Approval to contact tenant at 13193 Central Ave. to "clean up" property.



Clerk King motions to approve contacting tenant to clean up property, Member Burruss 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- c. Approve to waive late fees and transaction fees until June 20, 2020

Clerk King to waive late fees and transaction fees until June 20, 2020, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Nay, PASSED

- d. Pay employees at least 12 hours a week until the COVID-19 is under control

Member Jones motions for pay employees at least 12 hours a week until the COVID-19 is under control, Clerk King 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- e. Approve updating all Mayer DWID well names from Mayer Water District to Mayer Domestic Water Improvement District at \$30.00 a well.

Clerk King motions to approve updating all Mayer DWID well names from Mayer Water District to Mayer Domestic Water Improvement District at \$30.00 a well, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- f. Approve hiring an engineer to start blending plan for Racetrack well

Clerk King motions to approve hiring an engineer to start blending plan for Racetrack well, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- g. Approve sending ADWR our plans for the use of the CAP Fund Money

Clerk King motions to approve sending ADWR our plans for the use of the CAP Fund Money, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- h. Approval to hire outside help, to assist in Roberts Well hookup & line relocation as needed

Clerk King motions to approve to hire outside help to assist in Roberts Well hookup & line relocation as needed, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- i. Approve purchase of security door on front office door

Clerk King motions to approve the purchase of a security door on the front office door, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- j. Pick a time and date for work session.

Clerk King motions to set the time for the working session for 3pm on May 28, 2020, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

- k. Approval not to do shut offs until June 20, 2020

Clerk King motions to approve not to do shut offs until June 20, 2020, Member Jones 2nds, Vote – Chair Mish - Aye, Clerk King – Aye, Member Jones – Aye, Member Burruss – Aye, PASSED

XI. Adjournment – 5:30 p.m.

