

# **Mayer Domestic Water Improvement District**

## **Minutes of Special Session Meeting**

### **August 26, 2021**

- 1. CALL TO ORDER** 6p.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 public present
- 5. CONSENT AGENDA**
  - 5.1.** Approval of June 2021 financials
  - 5.2.** Approval of July 22, 2021 Regular Meeting Minutes
  - 5.3.** Approval of July 29, 2021 Special Session Minutes
  - 5.4.** Approval of July 31, 2021 Special Session Minutes
  - 5.5.** Approval of August 6, 2021 Special Session Minutes
  - 5.6.** Approval of August 13, 2021 Special Session 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**
    - 8 blue stakes as of August 26, 2021.
    - No main line water leaks this month.
    - Having a large area of the system with air in the water and low water pressure. We had D & R well pulled as there was air in the column pipe. Drill Tech sent out a rig to check out the well. First trip they checked everything and found no issues. We asked for them to pull the pump as we were sure there was a problem down in the well. Still nothing. Still getting milky water at D & R.
    - Attempted to tie into 4" asbestos pipe on Miami. There was water back feeding into the line. Had to put everything back as it was. Rethinking the issues. Some pressure problems have gone away.
    - We are having a blue stake problem with Century Link marking their lines on Fairland and Tank St. Meeting with their blue stake contractor on 8-27-21 to go over issue. It has been three weeks since we put in the request and only part of it was done.
    - Reminder that we need to start thinking about rate adjustments as you had asked to do this in October.
    - There was a disabled truck outside the office fence and when the tow truck came to get it they did not have it strapped down and the truck rolled off the tow truck and backed over our sign out front. The staff was able to salvage the sign and put it back up. We will bill the tow truck for damages and repairs.
    - There is some important correspondence in your packet that you should take time to read.

#### **6.2. Office Report**

1. Water Turn Off's
  - a. We had 19 customers scheduled to be shut off this month.
    - i. 5 asked for a 2 day extension to make a payment
    - ii. 7 were turned off, they have all paid in full and have been turned back on
    - iii. 7 made a payment the day of turn off to avoid being turned off.
2. Website usage
  - a. In the past 30 days our website has had 998 views (refers to the number of times the website has been visited) and 258 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.
  - b. I have added to the voicemail message when customers call the office to look on our website for updates. When people are on our home page they will see updates for such things as Water outages, planned system improvements and yesterday I added that our phones were down and to leave a message that we would call them back or to all the on call phone if it was an emergency. Then today I updated that our phones were back up and working. It is much faster to update the website vs the voicemail.
3. Water usage this month
  - a. We were able to get meters read in 1 day this month. Frank and Chris read about 1/3 of the meters and Chris and I read about 2/3 of the metes.
  - b. The water usage has decreased again this month. We sold 426,600 less gallons of water this month vs. July. Usage over 10,000 gallons also decreased from 63 to 44.
4. We had 4 applicants for the office clerk/field operator position. We hired Angela Hufford to work in the office, she used to work at the bank and has her notary stamp, she was also an office manager for several years, she is also willing to help on the outside and take her turn on the weekends, and has shown interest in getting her water operator certification. So far, she is working out very well and appears to be catching on quickly. As she feels more comfortable, I will add on more responsibilities. But I want her to really understand RVS (our billing software) before I throw more stuff at her. We hired Josh Green for out in the field. He had no interest in the office. They are both on 90 day probation and we will evaluate how they are doing at their 90 days.
5. This month's direct deposit check for the Bank of the West account was \$7,742.90

**Clerk King motions to accept the Managers and Office report, 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) **District Attorney Tosca Henry gave an update to the Board. The lessee is waiting to hear back from the Mayer Water District Board on if they will reconsider adding the additional tenant Arizona Broadband Company. That is there only hold up moving forward.**
- 7.1.2. Discussion and possible action on Oak Hills well and Racetrack Well. (Frank/Mardi) **Manager Frank Soto gave an update:**

The Oak Hills well is still under review with ADEQ. The reviewer is being very diligent. Our engineer Greg Carlson has been providing more information to ADEQ.

The Racetrack well, Mr. Soto informed the Board there was an update from Mike Rice, the project manager in their packets for them to review. We are dealing with several different entities. BLM (Bureau of Land Management), Forest Service, ADOT (Arizona Department of Transportation, ADEQ (Arizona Department of Environmental Quality), ACOE (Army Corp of Engineers). They are all working with different timelines and requirements. Mike has been a huge asset in getting everything coordinated.

- 7.1.3. Discussion and possible action on Resolution 2021-08-26 authorization to sign documents for the sale of District Property at 13193 E. Central Ave. (Mardi)

**Ms. Befort explained the vote the Board made on July 29, 2021 regarding who has the authority to sign the closing documents was not adequate for the Title Co. they need a resolution. Chair Mish asked that Ms. Befort read the resolution.**

WHEREAS the Governing Board of the MAYER DOMESTIC WATER IMPROVEMENT DISTRICT has determined that it is in the best interests of the District to sell real property owned by the District and located at 13193 E. Central Avenue, Mayer, Yavapai County, Arizona 86333 (the "Property").

NOW THEREFORE BE IT RESOLVED that the Property shall be sold upon such terms and conditions and for such sales price as authorized by the Governing Board.

RESOLVED FURTHER that the Chairman of the Board, Joe Mish, has the authority to perform any and all acts, including execution of any and all contracts and/or documents reasonably necessary to carry out this Resolution.

RESOLVED FURTHER that the Manager of the District, Frank Soto, has the authority to perform any and all acts, including execution of any and all contracts and/or documents reasonably necessary to carry out this Resolution in all instances where Chairman Mish is absent, unavailable, or otherwise unable to do so.

**Chairman Mish motioned to adopt the resolution, Member Jones 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye -PASSED**

- 7.1.4. Discussion and possible action on the line extension from Fairland to Miami (Mardi/Frank)

**Mr. Soto gave an update. We have not been able to move forward with the project. CenturyLink has not blue staked their lines on Fairland. We did start the side on Miami on Saturday, August 21, 2021. Things did not go as expected and so we put everything back together. We are going to have to rethink this portion of the project. Chair Mish stated that he received several phone calls wanting to know what Casey Boone was doing with the water and why was he calling them. Ms. Befort stated that the Robo calls she sent out regarding this project, were through the Website Dial My Calls which the board approved in 2017, she has the ability to set the phone number the calls come from to any phone number she wants, Ms. Befort stated she always sets it as the office number. 928-632-4113. It was concluded that customers have the office phone number saved in their phones under Casey Boones name and not the Water**

**District. Mr. Soto said as soon as we get everything blue staked, we will resume the project. Update only no action was taken.**

- 7.1.5. 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 Jones stated that he feels this is very important for the Board members, it helps them better understand the system when making decisions at board meetings. It was discussed that each individual Board member would contact the office to set up a time to tour the system instead of trying to go as a group. No action was taken.**

## **7.2. NEW BUSINESS**

- 7.2.1. Discussion and possible action on termite issue at 12990 E. Central Avenue (Frank/Mardi)

**Mr. Soto explained this is an ongoing issue. It was in the kitchen now they have moved to the bathroom are of the house. Clerk King stated that she used Alternative pest Control out of Camp Verde when she had both types of termites, and she was very happy with their services.**

**Member Cocchiola motions to have an exterminator come out and treat for the termites, Member Jones 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 communication with the public regarding repairs being done in the system. (Joe/Mardi)

**Chair Mish stated he felt this was already discussed during the agenda item 7.1.4. and didn't need any further discussion.**

- 7.2.3. Discussion and possible action on applying for a grant with Yavapai County to be used for improvements to the distribution system (Mardi/Frank)

**Mr. Soto asked if Tom Thurman could give the board an update regarding this grant. Mr. Thurman explained that the \$10 million grant is for unincorporated water and wastewater districts like ours. Not for places like Prescott or Prescott Valley or private companies like Spring Valley or Cordes. Just Districts like ours. Mr. Thurman ran though a list of the District needs.**

The Water District needs to secure and make improvements to our water distribution system in order to meet the demands of our current water customers.

Replace approximately 15,000 feet of water lines to replace aging and undersized water lines. The undersized pipe includes some 2" galvanized and 3-4" asbestos cement (AC) The aging water lines require constant maintenance and contribute to the system wide water losses. The undersized water lines contribute to head loss and pressure issues.

Treatment/Source: Chimney Well Nitrate blending or treatment. We have lost the use of 2 good producing wells. They average 30 gpm

Blending or treating these 2 wells will increase our water supply. With the current drought we need to secure our water supply for our customers.

Storage: We have aging storage tanks that need to be replaced

**Tom would like to see the grant submitted by the 3<sup>rd</sup> week of September. As a former County Supervisor Board member, he stated they don't look favorably on Grants submitted last minute.**

**Clerk King Motions to apply for the grant with Yavapai County to be used for**

**improvements to the distribution system, 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 rehabbing the D&R well. (Mardi/Frank)

**Mr. Soto explained to the Board that there has been issues with air in the water and we have traced it back to D&R well. We have had it pulled and looked at by Drill Tech, I will let Mardi explain that part. Ms. Befort explained the water from the spigot at D&R was milky and when they took the cap off at the top of the well to install the air relief there was clearly air bubbles coming up. It looked like the water was boiling. The first time Drill Tech came out they put on their testing stuff and said everything was fine and did not see any air in the water. After I noticed air in the water at the spigot at D&R again, I called Drill Tech again and asked them to pull the pump and check everything. They came out, pulled everything, put it back together and left without calling me to let me know that they didn't find anything. I had to call the next morning. We again noticed air in the water at D&R, I called Ross Kennedy to come take a look. Of course, when he was there it didn't happen. While Ross was there, he put on his amp meter and increased the head pressure to over 300psi when he did that the amps went up. He said that is one indicator that the pump is going bad. We asked for a quote from him to pull the pump and replace it. Mr. Soto stated that in the packet there was a bid from Ross to have the pump pulled and a camera sent down to video the well to see if we could notice anything else. This will cost around \$10,000. The question was asked how often this well was used. In the winter it might run for only a few days a month. In the summer it can run 24 hours a day for 2 weeks at a time to keep up with the demand.**

**Chair Mish motioned to have the well rehabilitated, Clerk King 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye -PASSED**

- 7.2.5. Discussion and possible action on employee's rate of pay. (Joe)

**This item was tabled. The Board would like to see how this will affect the budget and what type of pay schedule is being proposed and how reviews are being handled.**

- 7.2.6. Discussion and possible action on using a contractor to install sleeves for the main water line at 8 sites along Main Street before Yavapai County does road improvements.

**Chair Mish motioned to install sleeves at 8 sites along Main Street, Member Cocchiola 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 on negotiations with Chimney Ranch for water availability.

**Clerk King motioned to allow Frank to negotiate a contract with the Chimney Ranch to bring back to the Board for approval, Chair Mish 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 concerning reasonable access to read the meter and the water line to the meter for account 681 (Parcel 500-09-128). (Mardi/Frank/Tosca)

**Attorney Tosca Henry informed the Board that as per their request letters we sent out to the Davsion's**

- 7.3.3. Discussion and possible action regarding the Lucas Well Litigation.**

**Chair Mish exited the meeting**

**Clerk King motioned to go into executive session at 7:17 p.m., Member Burruss 2nds, Vote - Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye -PASSED**

**Clerk King motioned to exit executive session at 7:41 p.m. Member Bussurs 2nds, Vote - Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye -PASSED**

- 8. ADJOURNMENT - Clerk King motions to adjourn the meeting at 7:41 p.m., Member Cocchiola 2nds Vote -Clerk King - Aye, Member Jones - Aye, Member Burruss - Aye, Member Cocchiola - Aye -PASSED**