

# Mayer Domestic Water Improvement District

## Minutes of Regular Meeting

### August 27, 2020

#### I. CALL TO ORDER 6 pm

**ROLL CALL OF MEMBERS** Chairman Joe Mish - present, Member Dennis Chambers - present, Member, Clerk Kathy King - present, Member Jacque Burruss - phone, Member Kevin Jones - entered via phone at 6:30pm

#### II. PLEDGE OF ALLEGIANCE

#### III. PUBLIC HEARING ON APPLICATION FOR SEARCH GRANT

- Mardi Befort, office manager explained that part of the process for the SEARCH Grant was to hold a public hearing to allow the public a chance to comment and ask questions. Mardi gave a brief description about the SEARCH Grant being used only for a PER (Preliminary Engineering Report) that she sent out a request to 4 engineers requesting their experience and bid amount for the PER. She chose Granit Basin to complete the project. In their proposal they showed knowledge of the Mayer DWID system and had also done a PER for the District in the past.

#### IV. COMMENTS FROM THE PUBLIC

Ed Cocchiola a resident of Mayer Proper stood and spoke, "What I have to say to the Board is Thank you, Thank you for myself but also for these people out here that you serve so well, people talk people say you have done a great job you have helped them through this pandemic we are going through now we didn't ask for this pandemic we didn't ask for any of this it's been a detrimental thing to our community to our county to our state to our country, Like all evil things it always picks on the helpless the sick those who can do nothing about it we've lost lives we've lost businesses. We've been impacted surely. But the job this Board has done to help these people of this community is to be commended. I'm watching people buy gasoline at Circle K and the market down there. There paying for that gasoline with pennies, nickels, dimes, quarters their scraping the bottom of the barrel. In the mean time Ms. Pelosi and our Congress she is dragging her feet. Which people, need that stimulus check. It will be on its way eventually. In the mean time the people suffer a little more. But I do remember one thing at my campaign and I brought it up at one of my debates. I asked this question, why is it this county can't operate as well as this Board(MDWID) does. There gonna build a new jail. 86 million dollars we are going to pay for with an 18% property tax increase. People can't afford it. I can't do anything about it. Neither can anybody else. I guess we are just going to have to live with it. But eh, We'll see our way through this whole business, WE will not go quietly into the night, the people and that's what I am about, and that's what you are about everyone of you on this Board. Love these people, and these people are grateful. Make no mistake, people talk, I like what I hear. So I will sum this up right now, Thank you. Thank you for a job WELL DONE, thank you. That's it Mr. Chairman."

#### V. CONSENT AGENDA

1. Approval of Meeting Minutes and Financials
  - July 23, 2020 Working Session Meeting Minutes
  - July 23, 2020 Regular Meeting Minutes
  - June 2020 financials.

**Clerk King motions to approve all of the meeting minutes from July 23, 2020 and June 2020 financials, Member Chambers 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, PASSED**

#### VI. ADMINISTRATION/STAFF REPORTS

1. Manager's report - By Frank Soto
  1. 7 blue stakes as of August 27, 2020.

*Kathy King, Clerk*



2. 3 main line water leaks. One in Big Bug gravel pit. One on Highview. One in Poland Jct. Line was hit by contractor and they are paying for the repair. Cost was \$435.00.
3. Still in the running for the flood grant. May have to do some of the work ourselves. Latest e-mail from flood control. I have not contacted Paul Gosar's office as of this date.
4. Oakhills Well rehab is getting closer. We had a County permit issue. We had a good Bac-t sample from the well. We will chlorinate the line to pull a bac-t sample from it before putting into system.
5. Roberts Well is almost ready. We are being told that we need engineering and permits. ADEQ is paying for the engineering. We must pay for the permits.
6. Update on agreement with Tom Lowe. Mr. Lowe asked for some minor changes.
7. Renter at 13193 Central has vacated the property and we had to spend 50 hours cleaning up the property.
8. We are still in negotiations with the tower lease. Ms. Henry will give an update tonight.
9. The system was recently inspected by ADEQ. We have been upgraded by ADEQ to a grade 3 distribution and grade 1 treatment. Our current operator is only a grade 2.
10. We also had a low water pressure complaint filed with ADEQ against us. We have not received any findings as of this date. The complainant has hired an attorney to act on their behalf.
11. Mardi has developed a new format for our budget. Makes it easy to read and understand. It shows what was budgeted, what was spent last fiscal year and what is being budgeted for this fiscal year.
12. Warrant account balance as of 8-26-2020 is approximately \$342,000.00 and Bank of the West approximately \$24,000.00 with a total of \$366,000.00.

## 2. Office report – By Mardi Befort

1. We have 21 past due accounts as of today totaling \$7941.09
  - a. 4 are off with no resident
  - b. 4 are making payments for high water bills
  - c. 13 are past due and not making payments
  - d. 10 are more than 3 months past due

### For comparison:

At the end of March, we had:

- a. 13 past due accounts totaling \$5198.24
  - b. 7 were off,
  - c. 2 were making payments on high water bills
  - d. 4 were not making payments.
  - e. There were no customers with water on that were more than 3 months past due
2. All backflow test requirement notices have been mailed out.
  3. I received a letter on Tuesday we have been approved for the SEARCH Grant .
  4. I was able to find a credit card that earns cashback from Bank of the West were Lana and Frank are not personally liable for the credit card. Every other company I looked into Frank and Lana would have their personal credit run and would have been liable.
  5. This month's direct deposit check for the Bank of the West account was \$11,795.49 which brought the account balance up to 15,000.00.

**Member Chambers motions to approve the Managers report and Office report as stated, Clerk King 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, PASSED**

## VII. OLD BUSINESS

1. Discussion and possible action regarding the renewal of the cell tower lease. (Frank/Tosca)  
**Discussion only no action taken. Attonrney Tosca Henry explained the person she had been**

*Kathy King, Clerk*

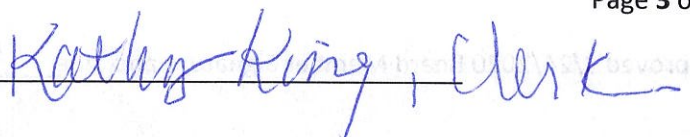


negotiating with at American Tower has moved to a new position and therefore there will be a bit of a standstill while she gets the new person up to speed on what has transpired. She will have another update at the next Board meeting.

2. Discussion/possible action on agreement with Tom Lowe Forrest Service Permittee (Frank/Tosca)  
Frank explains the agreement that was agreed to at the Board meeting the Permittee Tom Lowe had some issues with it, for example the lease agreement name should be in the ranch name Lazy-Lo Ranch, LLC and not Tom Lowe's name, Tosca and Tom communicated with regards to making the necessary changes and this is the final contract both parties agree to. Clerk King motions to finalize this agreement with Tom Lowe, Member Chambers 2nds, Vote - Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, PASSED
3. Discussion/possible action on late fees and transaction fees (Mardi) *Member Jones entered via phone at 6:30pm during this discussion*  
Chair Mish asked Mardi what her thoughts were with regards to starting to charge late fees and transaction fees. Mardi stated she felt if the Board was to decide to start charging the fees again she would like be able to give customers notice of at least a month. There was some discussion that if the Board was to vote on keeping the office closed then we should continue to waive the fees. But the decision on keeping the office open was later in the agenda.  
Clerk King motions to continue to wave late fees for another 30 days, Member Chambers 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye, PASSED
4. Discussion/possible action on water turn offs for non-payment (Mardi)  
The Board asked Mardi if the customers who are past due if she has had any contact with them? She stated she sent them all letters at the beginning of the shut down and they all get a bill in the mail stamped PAST DUE and highlighted to contact the office to make payment arrangements. Mardi asked Tosca if she knew what other utility companies are doing with regards to shut offs, Tosca said Cottonwood is not doing shut offs. The Board asked Mardi and Lana to reach out again to the past due customers with a letter.  
Clerk King motions to continue to not do turn offs for non-payment for another month, Member Chambers 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye, PASSED
5. Discussion/possible action on if the office should remain closed to the public (Mardi)  
Clerk King motions to continue to keep the office closed for another 30 days, Member Chambers 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye, PASSED

#### VIII. NEW BUSINESS

1. Discussion/possible action on Mayer DWID property located at 13193 Central Ave. (Frank)  
Clerk King motions to table until the next meeting so attorney Tosca can get some more information with regards to selling the property, Member Chambers 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye, PASSED
2. Discussion/possible action on hiring IT (Information Technology) contractor to assess security of District computers (Mardi)  
Mardi explained that Mario with RCAC conducted a cyber security assessment of the District and after the assessment it was clear the District is at risk. She did not have the report yet with exactly what areas needed to be looked at but would like to contact some companies after she gets the report to see what they would charge to fix or upgrade the cyber security for the District. Clerk King motions to have Mardi look into hiring an IT contractor to assess the security of District

 Kathy King, Clerk



computers, Member Chambers 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye, PASSED

3. Discussion/possible action on having Board meetings available live on ZOOM for public and Board members to attend. (Mardi)

Chair Mish stated that after being on one of these calls for 6 hours he does not support this. That he has been on the Board for 18 years and has never had a problem getting to a Board meeting. Mardi explained that at a past Board meeting the District voted to purchase a conference phone for the board room. After some research Mardi discovered it would cost the District an additional \$25 a month plus the cost of the phone. You can use Zoom free for 40 minutes or pay a yearly fee of \$150.00 and have unlimited time for Zoom meetings. Zoom does allow people who do not have a computer to call in on a land line to a meeting. Manager Soto made the suggestion that they purchase the ZOOM for 1 year if they don't like it they don't have to renew it and would still be less expensive than getting a conference phone. Clerk King motions to use only the free ZOOM for Board members only, Member Jones 2nds, Vote Chair Mish - Nay, Clerk King - Nay, Member Chambers - Nay, Member Jones - Aye Member Burruss - Aye, FAILED.

4. Discussion/possible action on defining commercial vs residential accounts. (Mardi)

Mardi asked the Board for direction as to who would be considered a commercial property vs a residential as the old Double D bar is now a residence but listed in RVS as a commercial property. This was tabled until the working session

5. Discussion/possible action on relocating a portion of the water line running through the Big Big Gravel pit (Frank)

Member Chambers motions to approve Big Bug Gravel to relocate a portion of the water line running through the Big Bug Gravel pit. Clerk King 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye, PASSED

6. Discussion/possible action on hiring outside operator/maintenance company. (Frank)

Frank explained that after our ADEQ inspection we were upgraded to a D3/T1 (Distribution level 3 and Treatment Level 1) which means our current operator Brian Cunningham can not be our operator as he only has a level 2. Plus, we would need a Level 2 onsite and we currently do not have any one on staff who is a certified operator of any level. Frank stated that we have not received the letter yet as to why we are upgraded to a D3/T1. But Frank would like to send out RFP's to get quotes on hiring an outside operator/maintenance company. Member Chambers motioned to allow Frank to get quotes on an outside operator/maintenance company, Clerk King 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye - PASSED

7. Discussion/possible action on USDA SEARCH Grant (Mardi)

Mardi explained that Mayer DWID was approved for the SEARCH Grant she just needs to sign the contract and have it attested by an authorized signer of the District. Clerk King asked what exactly this meant, are we obligated to anything? Mardi explained that this meant we received a grant for \$30,000 to be used for the PER only. We not obligated to anything else. If we choose to get a loan we can go to WIFA, USDA or a bank for a loan we are not tied to USDA. Member Chambers motions to approve signing the USDA SEARCH Grant agreement, Clerk King 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye - PASSED Mardi and Chair Mish signed the contract.

8. Discussion/possible action on more secure storage for tools and supplies. (Frank)

Frank explained that we needed more secure storage for tools and supplies, a 40' Conex box would cost \$4000, Clerk King motions to purchase a 40' Conex box, Member Chambers 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye - PASSED

*Kathryn King, Clerk*

9. Discussion/possible action on setting a date and time for the next working session.

**Member Chambers motions to have the next working session meeting at 5pm on Thursday, September 24<sup>th</sup>, 2020, Clerk King 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye - PASSED.**

**IX. Adjournment 7:45pm**

Member Jones motioned to adjourn, Clerk King 2nds, Vote Chair Mish - Aye, Clerk King - Aye, Member Chambers - Aye, Member Burruss - Aye, Member Jones - Aye - PASSED

Kathy King, Clerk

