

MAYER DOMESTIC WATER IMPROVEMENT DISTRICT
13193 CENTRAL AVENUE
PO BOX 416
MAYER, AZ 86333
Meeting held in the Mayer Water District Board Room

BOARD MEETING MINUTES
August 14, 2003

- 1.) **CALL TO ORDER**
Chairman of the Board, Alison Atwater called the meeting to order at 7:12 p.m.
- 2.) **ROLL CALL**
Roll call was made; all board members were present.
- 3.) **APPROVAL OF MINUTES**
 - A. Dave Albins made a motion to table the minutes of the regular session of July 10, 2003, Chairman Alison Atwater will make corrections, and present them at the next Board Meeting, Walt Diskin seconded, the Board voted, motion carried.
 - B. Dave Albins made a motion to accept the Minutes of the July 21, 2003 Work Session, Mike King seconded, the Board voted, motion carried.
- 4.) **CALL TO THE PUBLIC**
No Public Comment.
- 5.) **REPORTS AND CORRESPONDENCE**
 - A. **Manager/Operator Report**

Billy Jones stated that within a 9 day period quite a few of the wells had dropped, The Lucas which has been off all month has dropped 4' in 9 days, the Cliff Dropped 15' in 9 days, the D&R dropped 14', the Chimney Ranch 1 dropped 5', being off for repairs, the Poland dropped 6', the Terrell dropped 2', the Grapevine 1 dropped 2' and the Grapevine 2 is sucking air. Margie Good asked about the static level, how deep are the wells, Billy answered that the Cliff went from 37' to 53', the well is 320' deep, and is dropping 15' in 9 days and if this pattern continues, with this heat, we could be in some serious trouble, and he stated that he did not want a repeat of what happened last year. Margie Good asked Billy if he was alarmed, Billy said yes and that he would like to see something slow it down and stated that we have the world's most precious resource dwindling down, not just here, but all over the world. Chairman, Alison Atwater asked about the wells on the North end of town producing better than the wells on the south end of town, Billy's response was yes, the Poland Junction area is affected by these wells. Chairman Alison Atwater asked what steps are being taken to handle this situation, Billy stated that we are still waiting on the permits. Margie Good asked about Teskey's well and Vinnie stated we had not got around to that, it is still in the making at this time, and as far as we know it still needs a pump, Vinnie has not had a chance to check the pump. Margie Good asked that if we had an emergency, were we at the point to make something happen. Vinnie stated yes. Chairman Alison Atwater asked what kind of testing needed to be done Billy stated that he would need 16 hours the necessary test. Mike King asked Billy if he had any suggestions for the Board to consider as far as the measures to be taken. Billy stated that there was something on the agenda for later. Vinnie stated that he put the first electronic valve on the Lower Goodwin so it doesn't have to be checked so often. Vinnie stated that this was the only tank we could put this valve on. Chairman Alison Atwater asked what other projects have been worked on, Vinnie stated, just a few odds and ends here and there. Vinnie said that he gave out his first fine for tampering with water. Chairman Alison Atwater asked if there was

anything else to report, Vinnie said no.

B. Financial Report/2002/2003 Year End Report

Bobbi stated that she would have had the July EOM ready for this meeting, but the accounting computer system crashed and we had to get a new system and it is just July that we are missing. The year end budget was discussed and Margie Good asked if we were over or under budget for the year. Bobbi stated that we went over on salaries & wages but we were under for outside and contract labor so we were actually under for the total combined. Dave Albins asked about the P&L and if it was what we spent on the line extension. The depreciation figures were good. No questions or action taken.

6. OLD BUSINESS

A. Discussion & possible action on Oak Hills Well

Vinnie stated that we just faxed everything to Kansas and we are waiting to hear back on that. Billy said that they were going to give us the best possible actions on how to treat the water for the iron oxide and the smell. Dave Albins asked if we were on hold for another 30 days on this. Vinnie stated yes. Mike King asked if he thought it would be correctible. Billy stated that it would all depend on the cost. Mike King asked about mixing the water and mixing the water would cause problems. Mike King stated that there is no quick fix. The road going out to the well is a hard road to get down. Vinnie will look into sending out a letter to the County to utilize the well for the sale of bulk water. This will also help generate more income at very little cost. No action taken at this time.

B. Discussion and possible action on hiring part time employees

Bobbi stated that she put together her proposal for the cost of hiring a part time employee. Bobbi said that she needed the help in the office and that there used to be 2 people in the office and now she is the only one. She said that if she could get someone in the office 2 days a week, it would help her get all the paperwork done, and all of the internet work done and someone could teach her how to use the internet. Margie Good stated that there is a need for Bobbi to have someone in the office to help. Walt Diskin made a motion to allow Bobbi to hire a part time person. Mike King seconded the motion. Attorney Bill Whittington stated that if this motion was carried, it is only authorizing the expenditure of this position. The parameters could be set later. Any rules put into place prior to a position being filled apply to that position when it is filled. Chairman Alison Atwater asked about going over budget for personnel, Attorney Bill Whittington stated that as long as the bottom figure does not go over you can go over a line item, just not the bottom dollar. Dave Albins stated that he would like to go over certain parameters for the hiring process of new employees. The Board voted, motion carried for Bobbi to hire someone 2 days a week, 8 hours a day.

Dave Albins made a motion to take Item 8A out of order, Walt Diskin seconded, the Board voted, motion carried.

8. NEW BUSINESS

A. Discussion and possible action refund of water fee to Maggie Long.

Maggie Long discussed the leak on her side of the meter, she used 18,000 gallons of water in one month when her normal usage is 4,500 gallons. Maggie explained how she would check all possible places for leaks. She noticed that in her neighbors driveway there was a large wet spot. Maggie also stated that she did know that it was the property owners' responsibility for any leak on the owners' side. Margie Good asked Maggie how she checked to read her meter

and leak indicator. Maggie explained how she looked at the meter and read it. She would turn off all her water in the house and noticed that the leak indicator was not moving. Chairman Alison Atwater said that she sympathized with Maggie about the leak. Dave Albins made a motion to decline the refund for Maggie Long due to precedence, Margie Good seconded, the Board voted, motion carried.

7. VOTE TO GO INTO EXECUTIVE SESSION

Mike King made motion to go into executive session

- A. Personnel matters pursuant to A.R.S.34-431.03(A)(1) William Jones Salary/Negotiations
 - B. Legal advice pursuant to A.R.S. 38-431.03(A) (3) RE: Personnel policy; hiring requirements; background checks; disciplinary requirements.
- Dave Albins seconded, the Board voted motion carried.

RECONVINED 9:25 P.M.

Attorney Bill Whittington that he would draw up the minutes for executive session.

8. NEW BUSINESS

Mike King made a motion to take item 8G out of order, Margie Good seconded the Board Voted, motion carried.

G. Discussion and possible action on Personnel policy; hiring requirements; background Checks, disciplinary requirements.

Mike King stated that since he made the motion to provide the funds for the new office position, he would like to be the one to ask to amend the policy manual to reflect the intent of the Board in hiring new employees. Mike King asked Attorney Bill Whittington the language to relate or reflect that the intent of the Board for hiring new employees. *Attorney Bill Whittington stated that someone entertain a motion to modify the policy manual to reflect the hiring policy that requires the consideration in the hiring process of those items set forth in the disciplinary section of the policy manual, including but not limited to items of competency, criminal convictions, drug and alcohol use. In further to provide that there shall be no hire permitted of any individual who has been convicted of a crime that is pertinent to the job responsibilities of that particular position.* Mike King moved that we adopt this language as a policy to be used in the policy manual, Dave Albins seconded, open for discussion. Mike King stated that in the past the Board has final say in who is hired for a PERMANENT Position. This would not include emergency labor hires. The Board voted, Walt Diskin voted neigh, motion carried. Margie Good made a motion to make into policy that the Board has to approve the final say in who is hired, (permanent hires, full time or part time employees), Mike King seconded the motion. The board voted, motion carried. Chairman Alison Atwater asked if MWD should post any open position, Mike King said that they had been successful both ways. Margie Good said that she felt would be a good idea to post all open positions. Chairman Alison Atwater wants to be on record that since MWD is a public entity that she feels strongly about posting job positions. Margie Good also stated that she wants to be on record that jobs be posted.

B. Discussion and possible action of William Jones Salary/Negotiations

Dave Albins made a motion that we consider Bill's recent success with the testing and offer Bill Jones \$15.00 per hour, Mike King seconded, the Board voted, motion carried. Margie Good told Bill that he was doing a great job and Chairman Alison Atwater

stated that she felt that the District was lucky to have him working here.

C. Discussion and possible action on the use of service trucks

Chairman Alison Atwater stated her concerns about keeping the trucks at the yard or taking them home, but with all of the situations that come up with MWD being a small company, she stated that she had changed her mind with what she thought in the beginning. Mike King asked Vinnie what his ideas were on this subject. Vinnie stated that it was a lot easier to take the service trucks home so when it is necessary to take the truck out on company business the trucks were already available for use. Dave Albins stated that he did not agree with this practice. Dave stated that he was concerned about what the public would think if they saw the employee driving a company vehicle. Mike King made motion to rescind the previous directive for Vinnie to have the authority to decide on whether or not the trucks can be taken home at night. Walt Diskin seconded, the Board voted, motion carried.

D. Discussion and possible action on change of terminology on impact fee, sourcing Fee, and water rates

Margie Good made a motion to combine the terminology to change the name of the impact, and sourcing fee to one name to be called the Hook-Up Fee. Walt Diskin seconded, the Board voted motion carried.

E. Discussion and possible action on review of impact fee, sourcing fee, and water rates.

Vinnie stated that he would like to raise impact fee (Hook-Up) from \$1,000 to \$1,500. This is only for new service. Chairman Alison Atwater asked Vinnie if this was comparable to what other water companies are charging and Vinnie said it was lower. Dave Albins asked Vinnie to get hook-up fees from other water companies to see if we need to actually raise the rates. Vinnie feels that MWD is not charging enough. Dave Albins would like to get comparable community water hook up rates. Chairman Alison Atwater would like to see all of this in proposal form as to how much the actual cost is to install a new service. Increase of water rates, revisit this, possibly restructuring the new water rates. (possibly by next summer) No action taken at this time. Put on next months agenda.

F. Discussion and possible action on water restrictions.

Possible newsletter, Billy stated that when he went to the Post Office, he saw most of letters in the trash, so the majority of the people just trash them. Chairman Alison Atwater said instead of the mailer, she sent a letter to the editor to the Big Bug News which was a good idea. Chairman Alison Atwater said that she did want to see a rate increase. Other options include an article every week or month in the Big Bug News, The Coffee Gram. No action taken at this time.

G. Discussion and possible action on Personnel policy; hiring requirements; background Checks; disciplinary requirements.

Chairman Alison Atwater asked if the Office Manager understood the new policy. Office Manager Bobbi Flick stated she understood the new policy.

MEETING ADJOURNED at 10:30 p.m.