

**MAYER DOMESTIC WATER IMPROVEMENT DISTRICT
13193 CENTRAL AVENUE
P.O. BOX 416
MAYER, ARIZONA 86333
Meeting Held at Mayer Water District Meeting Room**

**Board Meeting Minutes
Regular Session
6:00 p.m., December 8th, 2005**

1. CALL TO ORDER

Board Chairman Ed Matteson called the meeting to order at 6:07 pm

2. ROLL CALL OF BOARD MEMBERS

Board members present Ed Matteson, Bob Houser, Mike King and Joanne Coe.

3. CALL TO THE PUBLIC

Elizabeth Davison informed the Board that she would step down on the new water meter issue since she felt it was a conflict of interest with her letter on intent for the Board seat.

4. APPROVAL OF MINUTES

A. Bob made a motion to accept the minutes of November 10, 2005. Mike seconded, Board voted, Motion carried, all in favor.

5. BOARD REPORTS

A. Joanne expressed the need for a personnel session; Ed addressed the letter to the Board from the Poland Jct. resident and asked that we respond. Ed also asked that the customers be informed of the temporary water outages in advance if possible.

6. REPORTS AND CORRESPONDENCE

A. Casey Boone Field Manager report

Casey gave an oral report on the events of the past month which included five meter change-outs, two meter leaks, one leak at the Sandfilter, Installed blow-off valve at Poland, cross connection at Terrill well #1 and old defunct well found and eliminated, Terrill #1 drilled and cleaned – new pump set – new pumphouse built – new power line (600') installed – test results came back favorably – well is now on line and pumping 25 GPM and they are currently building a shelter for the Sandfilter.

B. Office Manager Report

Margie Good submitted a written report on the events of the month and gave an oral report which included the need to reorganize the filing system from a calendar year

system to a fiscal year system, that Margie and Rex each now hold An Operator Certification for Grade One Water Distribution (!) and that Darlene Wood had been in to do some finish work for the audit that she is finishing up now. Ed expressed the need to have Margie, Casey and Rex cross trained and capable of covering each others positions in the event it would be needed. The Board also agreed that when the Holiday falls on a Sunday the office will be closed the following Monday and the closure is to be posted.

7. OLD BUSINESS

A. Personnel/education/travel/expenses; Ed stated that the subject was on the agenda and on again because the workshop was canceled. Mike stated that the District will, as in the past, pre-approve all spending. The Board will hold a meeting in January to discuss and finalize policy. Joanne touched on putting the policies already passed by previous Boards, as well as present, into one piece of reference (a Book). Joanne said that she would collect and record all of the actions directed by the Mayer Water Board over the last 15 years into one manual so the policies established by all Boards could be readily identified and used, since they are established policy.

B. Davison meter request; dropped from agenda

8. **B.** Mike asked that the presentation from Dan Mohlenhoff be moved ahead. Ed moved Item 8.B. out of order. Dan Mohlenhoff gave the Board a presentation of the company NWAS and followed with a demonstration of how it works.

7. **C.** Hiring a Hydrogeologist; two of the three contacted will be submitting bids, the bids should be in by January. The scope of work submitted to WIFA is to have "as built" of the system. Casey told the Board that he was to receive a packet from Mr. Dickens that has not yet arrived. Ed will help orchestrate getting every thing together so it can move forward. Ed will go over contracts and meet with Dennis Sundie of 53 Team. The Board asked that a cost estimate be provided by Mr. Dicken.

8. NEW BUSINESS

A. 53 Team, Dennis Sundie could not be at the meeting tonight.

B. NWAS moved to follow item 7 B.

C. Letters of Intent for Board seat: Ed commented that the Yavapai County book states filling vacancies requires a qualified elector; he will call to verify. Mike made a motion directing staff to set a date to hold the meeting to interview candidates for the Board prior to the next meeting, and contact the candidates with meeting time and date. Bob seconded. Joanne asked why they couldn't vote immediately, Mike said he would like to meet all of the people who have written letters to the Board. Bob would like to have a five member Board. Board voted, motion carried, 3 in favor, 1 nay cast by Joanne.

D. Conlin Meter; Mr. Conlin was not present at the meeting.

E. Security lighting; Joanne noted that the lighting has not been working, Casey said he will get it fixed.

F. District direction; Scheduling trips to town was discussed, Ed suggested getting the activity planned so the public will know the day that the office needs to be closed at 2:00 pm. Ed talked about the need to cross train staff to cover each others positions. The management of the District was discussed and Mike asked that the Board designate titles for Office Manager and Field Manager and have it placed on the agenda for January under new business. Ed also touched on the subject of long term planning and mapping the system (as built) and said we need "state of the system" and should target 2 or 3 projects for next year. Casey added that we need to streamline the system and that the infrastructure is outdated. Ed also pointed out the need for water storage and that this should be a priority.

10. Adjournment

Joanne Coe made a motion to adjourn; Bob Houser seconded, board voted, motion carried, all in favor.

Meeting adjourned at 8:30 pm