

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
7:00 p.m., January 13, 2005

1. CALL TO ORDER

Board Chairperson Alison Atwater called the meeting to order at 7:00 pm

2. ROLL CALL OF BOARD MEMBERS

4 board members were present. Mike King was absent.

3. APPROVAL OF MINUTES

- a. Ed Matteson moved to accept the minutes from the Regular Session of December 9, 2004, Dave Albins seconded, Board voted/Motion carried 4 yea 0 nays.
- b. Ed Matteson moved to accept the minutes from the Special Session of December 27, 2004, Dave Albins seconded, Board voted/Motion carried 4 yea 0 nays.
- c. Ed Matteson moved to accept the minutes from the Special Session of January 4, 2005, Dave Albins seconded, Board voted/Motion carried 4 yea 0 nays.

4. BOARD REPORTS

- A. Mike King – Nothing
- B. Dave Albins – Nothing
- C. Alison Atwater – Nothing
- D. Joanne Coe – Joanne told the board that she has been calling for interviews and trying to schedule them.
- E. Ed Matteson- Told the board to look at some of the new resumes he said he thought some of them were worth looking at.

5. CALL TO THE PUBLIC

None

6. REPORTS AND CORRESPONDENCE

A. Field Manager report

Dave told the board that the tanks at the wells are all full. He told the board that there have been a lot of leaks this month and felt it was because of the weather. He told the board that they had been working on the leak in Poland Junction and it has been fixed and

also that the district needs to fix the driveway for the people where the leak was. He told the board about Jim Jones coming to the water office because he was getting calls by some of the town's people regarding the smell of the chlorine in the water. He gave a report on the meters and that they have found all the meters except for 4 of them. Dave told the board about buying a pump for the district that they use when they have a leak to fix. He told the board that we gave the small pump that we had been using back to Vinnie, he loaned it to the district sometime ago. Dave told the board about Mr. Hernandez doing a small report to put in the CCR's report next year. He told the board that he has been working on looking into the AzCap job of where the pipe goes and that he feels confident that cutting the line off at Mr. Reed's land will not affect anything because of his study.

B. Office Manager Report

Pam gave a report on the financials and the office. She told the board she would not be able to come to board meeting again till June due to lack of a babysitter. There was discussion on this regarding the best way to handle this. Pam will be available by phone on meeting nights, she will write her report out for Alison to read and she will transcript the minutes from the tape.

Joanne Coe made a motion to approve payment of invoices to Philip and Jean Albins and Wishbones Enterprises for work done for district, Ed Matteson seconded board voted motion carried 3 yea 0 yea 1 abstain

7. OLD BUSINESS

A. Addressing system needs/emergencies while hiring process is ongoing

Pam to put Notice to Bid in Courier Paper for one week.

B. Filling vacant Field Manager position

Joanne told the board that she has been working hard on getting interviews for the Field Manager. She said Jack Castle will be here on Jan 27, 2005 at 6:00 to meet the board.

Dave Albins told the board that the school tank has bumped us up to being a 3 instead of a 2 water certification. He has the name of a man to talk at ADEQ regarding this matter. There was discussion regarding this. Dave Albins wanted the board to know that his last day as Temp Water Manager will be February 15, 2005. Joanne told the board that there is a possibility of use getting into the State retirement fund and she is going to check on this for the next meeting.

Joanne made a motion for Dave to contact Brian at ADEQ regarding reviewing our point system, Dave Albins seconded board voted motion carried 4 yea 0 nay.

C. Landlord/Tenant responsibility for payment of Water Bills

The district is going to make the landlord of the property responsible for the water bill, weather it is their water bill or a renter's water bill.

Ed Matteson made a motion for Pam to make a tracking system that will tie the property, to the meter, then to the owner, then to the renter, Joanne Coe seconded board voted motion carried 3 yea 1 nay.

D. Review of districts/short-term plan, discussion of priorities.

Nothing

E. Employee Manual, including policies on Vacation and sick pay

Vacation part of this has been dealt with. Ed questioned weather there was an employee manual. There was discussion on this. Alison told the board that she thought the manual should be divided into 5 sections and each board member take a section. The board decided to have a special work session on Jan 29, 2005 at 10:00am.

F. Order a full outside audit of District

Joanne gave a report on the CPA firms and what they would do and how much it would cost. There was a discussion by the board. The board wants to get the audit of 2004.

G. Addressing office emergency closures

Alison Atwater told the board that Pam made an emergency plan for the office and she was going to review it.

Dave Albins made a motion to leave this item on the agenda for the next meeting Ed seconded, board voted motion carried 4 yea 0 nays.

H. Nextel Lease.

Alison told the board that she told Bill Whittington what the board expected from American Tower and to go forward with the negotiations.

8. NEW BUSINESS

A. Stan Swerdfeger regarding property issues in Poland Junction

Mr. Swerdfeger told the board that he wanted to get water to his four lots that he has in Poland Junction. He told the board about the property needs. There was discussion regarding boosting the water to the upper lots. He then discussed with the board the well that is on his property and the easement the water district has there. He also discussed the tank site the water district has on his property. The board is open to Mr. Swerdfeger buying the tank site from the Water district in the future if they feel there is no need of it for the district. Mr. Swerdfeger will attend the next board meeting with the test results of the well and have further discussion regarding the well and tank site of the districts.

Mr. Albins made a motion to let Mr. Swerdfeger test the well on his property at his expense, Ed Matteson seconded board voted motion carried 4 yea 0 nay.

B. Community First loan pay-off

Dave Albins explained to the board the need to pay off the loan with the money in the Yavapai bank account and also using some of the money from the American Tower income also. There was discussion regarding this matter.

Joanne Coe made a motion to pay down the community first loan with the money in the Yavapai bank account and then pay off the balance of the loan with the American Tower rent money and also to provide Yavapai County Treasurer with a letter from the board authorizing the money to be moved to the Mayer Water District bank account, Dave Albins seconded board voted motion carried 3 yea 0 nay 1 abstain.

Joanne Coe made a motion to return to item 6a Dave Albins seconded board voted motion carried 4 yea 0 nay.

Ed Matteson made a motion to adjourn, Joanne Coe seconded board voted motion carried 4 yea 0 nays.

Meeting adjourned at 9:20 pm