

**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., March 10, 2005**

1. CALL TO ORDER

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

2. ROLL CALL OF BOARD MEMBERS

All board members were present.

3. CALL TO THE PUBLIC

Patty Holbrook addressed the board regarding a water bill she paid for on a piece of property she sold.

Dave Albins addressed the board regarding his appreciation of the board and what they are doing for the water district. He also offered his help to the Water District if the board needed it.

4. VOTE TO GO INTO EXECUTIVE SESSION

Joan Coe made a motion to go into Executive session, Ed Matteson seconded board voted motion carried 4 yea 0 nay

5. APPROVAL OF MINUTES

- a. Ed Matteson moved to accept the minutes from the Executive Session of February 5, 2005, Joan Coe seconded, Board voted/Motion carried 4 yea 0 nays.
- b. Ed Matteson moved to accept the minutes from the Regular Session of February 10, 2005, Joan Coe seconded, Board voted/Motion carried 4 yea 0 nays.
- c. Ed Matteson moved to accept the minutes from the Special Session of February 5, 2005, Joan Coe seconded, Board voted/Motion carried 4 yea 0 nays.

6. BOARD REPORTS

- A. Mike King – Nothing
- B. Alison Atwater – Nothing
- C. Joanne Coe – Joan reported on the water shed meeting she attended
- D. Ed Matteson- Nothing

7. REPORTS AND CORRESPONDENCE

A. Casey Boone Temp Field Manager report

Casey gave a report as to what he is doing for the water company and the running of the operation. The board asked Casey questions. He told the board about the two wells he is working on the Terral #2 and the D&R well. The board asked questions regarding this operation. Casey told the board that Jerry now has the water district on a record keeping system keeping track of the wells daily and that the district is now in compliance.

B. Office Manager Report

Pam told the board about the invoices that need approved for the work done by Dave Albins employees. She told the board the copies of the invoices are in their packets. She let the board know that everything in the office is running good and that Casey and Justin are doing a good job of keeping things running. There were questions regarding the invoices. There was discussion about not having an agenda item to approved Dave's invoices. Alison Atwater said that the approval of the invoices would have to wait till the next meeting to get approved.

8. OLD BUSINESS

A. Employee manual, drug testing section

Joan Coe made a motion to table this item Mike King seconded board voted motion carried 4 yea 0 nay.

B. Stan Swerdfeger regarding property issues in Poland Junction.

Mr. Swerdfeger was not present. Mike King asked questions about this item.

C. Filling vacant Field Manager position

Joan reported that she has been working on calling the man that Mr. Wene had recommended and that she has also talked to Jack Castle. She told the board that Jack Castle will be here at the beginning of March. The board suggested that she call the man in Seligman again and see if he would reconsider taking the job.

D. Landlord/Tenant responsibility for payment of Water Bills

Pam explained how she is collecting past due bills when the property is sold and new owners need water to the property or renters move out owing the district money and owners want it back in their names. Pam explained that Dave Albins said that the owner is the one responsible to pay and that is what she is doing collecting past due water bills from the owners of the property. There was discussion regarding it. There was discussion on sending landlord's duplicate past due notices. There was discussion regarding different issues on this matter. The board opened this discussion for public commit. The board asked that Pam Harbeson change the wording in the ordinances to note that the landlord is responsible for any water usage on their property by them or a renter. Steve Wene gave comment on this issue and said that the landlord is ultimately responsible.

E. Order a full outside audit of the District

Joan told the board that she has talked to Darlene Wood. Darlene told Joan she has done a full audit on the water district and that Pam needs to fill out a report to finish it up. She told Joan that the district needs to have a full audit done every three years and a then they

can have a financial review done in between the full audit. This will save the district money. Joan stated that because of the situation the district is in right now that the district needs to have another full audit done. Joan will call again to see about getting it to the board members.

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

Alison stated that the district has Casey and Justin working and that we have Jerry coming from Phoenix checking on things. There was discussion regarding Jerry's proposal to come up everyday for a couple of hours to check on the system. Justin explained why Jerry would need to come up.

Ed Matteson made a motion to accept Jerry Mlynek's proposal to monitor water district system Mike King seconded board voted motion carried 4 yea 0 nay.

G. Addressing office emergency closures

Alison Atwater told the board that they had talked about having someone come in when Pam could not be there. Joan told the board that she thought it was a good idea that Margie Good could come in and learn the function of the office. There was discussion on it. It was discussed to have her come in two full days a week. The board will discuss pay with Margie. Mr. Matteson would like a list of things she is going to be taught and how it will be done.

H. Nextel Lease

Alison told the board that she has called Mr. Whittington and she is waiting for a call back. Pam told the board about talking with Mr. Whittington. Alison Atwater will keep trying to get a hold of him. Pam gave a report on the status of payment of the tower rent money.

I. Authorization of funds for new carpet and furniture in back office

Alison told the board that she is checking into a desk and carpet and would find out the cost of it for the board.

9. NEW BUSINESS

A. Brad Allen and Jonas Holzer line extension off Renegade

There was a presentation from Brad and Jonas regarding a line extension off Renegade to their property. They are saying that they will need to service 10 meters. There was discussion on this issue. Steve Wene explained that the district is currently looking at a water feasibility test and that they are looking at water availability for everyone involved. He said that a 6 month time frame is a good time frame. Alison Atwater explained that the district is working on getting this done in a timely manner. There was discussion regarding the process of line extensions.

B. Charlie Cave Yavapai County Flood District/Put Rain Gage for Flood System up at Tower Site.

Charlie Cave gave a presentation on putting a rain gage on the tower site. There was discussion regarding this issue. The board decided that they would agree to work with the county to get the site up on the tower site. Mr. Cave will send needed info.

C. Randy Hammon & Michael Rasooly property on Main and Hwy 69, 33 acres

Mr. Hammon told the board that he needed to just get info for his property development and that after listening to the board and talking to different people that he has a clear understanding of how things work. He thanked the board for their time. Joan had questions regarding it.

D. Hiring for field help

Justin Mckee introduced himself to the board and gave a presentation to the board regarding his ability to work for the water district. There was discussion regarding hiring Justin. Casey gave a report on Justin's ability's.

Ed Matteson made a motion to enter into negotiations with Justin regarding working for the water district Joan Coe seconded board voted motion carried 4 yea 0 nay.

E. Setting up account at Bank of the West to replace Credit Card

Pam explained to the board about the credit card of the district and that she feels it would be better for the board to set up an account at the bank and use debit cards and get rid of the credit card. There was discussion by the board regarding this.

Ed Matteson made a motion to set up an account at Bank of the West to use for gas and misc. items, Joan Coe seconded board voted motion carried 4 yea 0 nay.

F. Start time of regular meetings

Alison explained to the board that it has been suggested that the meetings start at 6:00pm instead of 7:00pm. There was discussion on this item. Pam will post the notice changing the meeting and file with the county supervisor.

G. Review Office hours/Office help.

No discussion on this item

10. Adjournment

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

Meeting adjourned at 9:15pm