

**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., November 13, 2003**

**1. CALL TO ORDER**

Board Chairperson Alison Atwater called the meeting to order at 7:00 p.m.

**2. ROLL CALL OF BOARD MEMBERS**

Three board members were present; Margie was absent.

**3. APPROVAL OF MINUTES**

Dave Albins moved to approve minutes from the October 13, 2003 special session meeting. Mike King seconded, Board voted/Motion carried 3 yea 0 nay. Mike King moved to approve minutes from the October 8, 2003 regular session meeting. Dave Albins seconded, Board voted/Motion carried 3 yea 0 nay

**4. CALL TO THE PUBLIC**

Erleen Hines questions why is she responsible for renter's fees by being the owner of the property.

Gordon property representative made board aware of property's availability and that it has a 12" well on it. Representatives number 632-7477

Bert Teskey- Past due fees sent inappropriately; wants to know when 3:00 pm cut-off was established.

**5. REPORTS AND CORRESPONDENCE**

**5.a. Field Manager report**

Field Manager William Jones reported on the WIFA grant and that we received the grant for the grapevine. He explains that he is working with Jim Christian at C5 engineering. Jim came up and William Jones took him around showing him the things that we wanted to do and pictures were taken.

A report was given on the new chlorinator pumps being installed on wells. That they are much more efficient and less costly than the ones installed at present. The company he deals with is in Phoenix instead of the company we were dealing with in Florida. This is going to help get us on a rotation schedule as planned.

Report on Chimney ranch well Mr. Jones believes there is a break in the pipe. He said that the well is pumping well but not much is coming up to the surface. He explains that he can't pull the pump up to fix the well, as his access is being cut off to the well.

Next William Jones reported on the wells and how they are pumping, the Terrell #2 well still operating at (water level 83). Grapevine #2 can't be used, Grapevine #1 (5GPM). G & S well (11 ½ GPM) (16,000 gal/day) it will be tied into the system and brought back up to speed as far as new electric, new building and slab. Poland Junction well has new building to keep everything out of the weather and it is pumping just fine.

William Jones explained Liquid Engineering wants to clean tanks (3) for the cost of \$4,150.00 the tanks are Jacob, Upper and Lower Goodwin.

Dave Albins and Mike King questioned William Jones concerning Chimney Ranch Well and the access that is being blocked by owner. He gave advice as to how to handle it and William Jones explained what the attorney for the water district wants to do first.

Discussion by Dave Albins and William Jones regarding different well sites and their productivity.

#### **5b. Office Manager Report**

Pam Harbeson explained billing problems she encountered and also gave an explanation on the way the RVS program assigns late charges and her concerns, she also explained that she is the one that set the cut off time on the tenth and the reason for it. She next suggested we deal with RVS system needing upgrading to a windows version and the cost of the upgrade is \$1,300.00. She then explained the reason that there was on financial report as the old system was corrupt and that QuickBooks had been purchased on her recommendation and also on RVS's recommendation. She explained that QuickBooks was compatible with the RVS billing program and that RVS is writing a plug in to QuickBooks so the month end closing will write all the figures over into QuickBooks. Next Pam gave a status of the checking accounts and the outstanding bills.

#### **6. VOTE TO GO INTO EXECUTIVE SESSION**

Skip

**7a** Mike King made a motion to take this out of order and Dave Albins seconded, Board voted/Motion carried 3 yea 0 nay. Mr. Baker wants us to disregard the deal we've made and revert to a deal from 1993. Dave Albins protested to the first Baker agreement being brought in again. He wants to only concentrate on the agreement that is in dispute now. Baker's are requesting the Water District to give them a Quick Claim Deed. Phrase in dispute in new

agreement is, **while preserving the district's surface water claims.** Mr. Baker wants us to put the Water districts water rights number on the agreement. Then he said he would sign the agreement. No decision could be made on it that night and it would be put on the agenda for the next board meeting. The Board agreed to ask their attorney to review the document to see if there would be a way to put in an agreeable wording that both parties would be comfortable with.

**8I.** Out of order Mike King makes a motion to take the Nextel Representative out of order and Dave Albins seconds, Board voted/Motion carried 3 yea 0 nay The Nextel representative made a presentation to the board regarding leasing land to put their equipment on and for an antenna on the American tower antenna. It would be a 30-year lease for the land. Next there was discussion on the sub-lease payment from Verizon. The lease will be sent to the attorney for his suggestions and approval. Williams Jones to follow up with the attorney regarding the lease. Discussion regarding length of lease by Mike King. Also discussion about them leasing the site and the price quoted being to low of a payment. Concern over sub-lease of the tower.

## **6. VOTE TO GO INTO EXECUTIVE SESSION**

Mike King makes a motion to go into Executive Session and Dave Albins seconds, Board voted/Motion carried 3 yea 0 nay

The board went into Executive session at 8:40 pm approximately

The Board returned to the public session at 9:15pm.

## **7. OLD BUSINESS**

### **7.b. Discussion on replacement of New Board member**

William Jones will draft up notice of vacancy on the board of directors to be posted at Post Office and Water Office.

### **7c. Discussion and possible action on raising the hookup fee for new meters**

William Jones suggests dropping idea of raising hook up fees.

### **7d. Continue discussion on selling water from Oak Hills well for industrial use**

William suggests still selling bulk water from Oak Hills well and sell it for \$60.00 per thousand (gallons). Discussion on weather to sell it out of tank or with meter. Meter selling recommended by William Jones. Mr. Jones told board water ready to start selling. Board agreed to sell at \$60.00 per thousand (gallons).

### **7e. Review of office cleaning performed**

Office cleaning done and paid for

**7f. Update on progress of WIFA grant**

WIFA grant finished and approved

**8. NEW BUSINESS**

**8.a. Review of procedures for use of attorney services**

Board may use attorney at individual discretion with a memo to all the other board members letting them know why and when.

**8b. Discussion/possible action on hiring William Jones as field manager**

Motion made by Dave Albins to hire William Jones as field manager and pay him \$17.00 an hour in this position. Mike King seconds, Board voted/Motion carried 3 yea 0 nay

**8c. Discussion/possible action on hiring permanent field help**

Billy allowed to hire contract labor at \$10.00 an hour for 30 day trial; will be reviewed at next meeting; Dave Albins suggests paying workman's comp on him for the thirty days.

**8d. Mike King requests to move meter.**

Mike king wants meter on own property instead of being on someone else's property. William Jones explains problem with where meter is today. He wants the water district to help in this matter.

**8e. Upgrade office RVS software**

Motion made by Dave Albins to upgrade RVS billing system to windows version for \$1,500.00. Seconded by Mike King, Board voted/Motion carried 3 yea 0 nay

**8f. Review of billing policy re: customer's responsibilities for unpaid bills**

Discussion of improving billing procedures for unpaid bills of people renting homes from landlords. We need to inform owner of the past due water bills. Discussion of ways to deal with people not paying water bills and water bills that is past due. Ideas on how to handle landlord tenant problems with bills.

**8g. Discussion of improvement Board communication with each other and district personnel**

Improvement board communication with each other and district personnel. Mike king asked for new phone list.

**8.h Office Manager added as signer on Bank Accounts**

Office manager added as signer on checking account. Discussion from Dave Albins regarding limit on spending money. Items for the improvement of district need to come before the board. Major expenses need to come to the board. Motion made by Dave Albins to have managers be signers on the checking accounts Mike seconds, Board voted/Motion carried 3 yea 0 nay

Meeting adjourned 10:50 pm