



Mayer Water District.

Special Meeting Minutes (05-26-17)

- I. Call to Order**
 - a. Meeting called to order at 2:00pm
 - b. All members present (Kathy, Joe, Jacque, Ron)
- II. Pledge of Allegiance**
- III. Acceptance of minutes of May 2nd 2017**
 - a. Joe motions, Jacque seconds, All in Favor.
- IV. Discussion/Possible Action to move schedule monthly meetings to the 4th Tuesday of each month at 6:00 pm**
 - a. Joe motions, Ron seconds, All in favor.
- V. Discussion/Possible Action to approve all Board correspondence to be distributed to every board member in a timely manner, within 24hrs.**
 - a. Joe motions, Jacque seconds, All in favor.
- VI. Discussion/Possible Action to approve Joe Mish as a signer on all financial accounts.**
 - a. Ron motions, Jacque seconds, All in favor.
- VII. Discussion/Possible Action to remove Bob Kaufman off Bank of the West credit card, Mark Mills, all financial accounts, and Bank of the West Credit Cards, Daniel Gutierrez from signer on financial accounts.**
 - a. Joe motions, Ron seconds, All in favor.
- VIII. Discussion/Possible Action to cancel Bank of the West Credit Card Accounts**
 - a. Joe motions, All vote no.
 - b. Discussion-
 - i. Joe Mish: The employees will need a card to get fuel/oil for equipment. We need to have the Bank issue a new credit card, that one person specifically, Daniel, will be responsible for.
 - ii. Kathy King: How many credit cards do we have? (Daniel- We have 2 credit cards.)
 - iii. Daniel: One of the reason's we have a card with \$5000.00 is in case the system experiences an emergency, and we need to buy repair parts at the time.
 - iv. Kathy King: Where are we buying repair parts from? (Daniel- We are currently buying from HD Supply, and Bluebook.)
- IX. Discussion/Possible Action for employees that are paid 40hrs a week to work 40hrs a week.**
 - a. Joe motions, Ron seconds, All in favor.
 - i. Ron: Are they not working 40hrs a week?
 - ii. Kathy King in response to Ron: The previous board approved them working 38hrs, and getting paid for 40hrs.
 - iii. Daniel: Our employees work 38hrs a week, then they each take one day either Sat or Sun, to check the system taking 2hrs to complete which gives them 40hrs a week.
 - iv. Ron: The system is not automated, so we need to have employees check the



system every day.

- X.** Discussion/Possible Action to approve office hours to 4:00 pm on Fridays starting June 2nd 2017.
 - a. Joe motions, Ron seconds, All in favor.
- XI.** Discussion/Possible Action to notify board and employees of adherence of employee handbook that was approved 2009 and subject to the updated revisions.
 - a. Joe motions, Ron seconds, All in favor.
- XII.** Discussion/Possible Action regarding employee handbook policy revision effective Monday, May 31st 2017, for employees to notify the Board Chair or Board Clerk of opening office hours late or closing early.
 - a. Jacque motions, No Second.
- XIII.** Discussion/Possible Action regarding employee handbook policy revision effective May 31st 2017, for employees to notify the Board Chair or Board Clerk minimum of one hour prior to their work schedule of absence of work.
 - a. Jacque motions, Joe seconds, All in favor.
- XIV.** Discussion/Possible Action regarding employee handbook revision effective May 31st 2017, that Water District office resources, vehicles, and equipment shall not be used for personal use, during or after working hours.
 - a. Jacque motions, Joe seconds, All in favor.
- XV.** Discussion/Possible action to adjust field employees weekly schedule to Mon-Fri, and Tue-Sat.
 - a. Jacque motions, Ron seconds, (Joe, Ron, Kathy vote no.) (Jacque votes yes) Does not pass.
 - b. Discussion:
 - i. Ron: It leaves the system venerable on Sundays.
 - ii. Kathy: I believed that we closed early on Friday, and thought Saturday and Sunday was overtime. Which is why I thought we could stagger, the weekly schedule.
 - iii. Daniel: I believe it will be unwise to have them on separate schedule's, there are various safety situations, and regulations.
 - iv. Ron: So, what your telling me Kathy, is that we are wanting to avoid paying overtime through the week. (Kathy- Yes). So, if we are currently having the employees work 38hrs a week, and they are completing the 40hrs, by checking the system on Saturday and Sunday, then we are not having to pay any overtime, which means this system is not broken and is working.
 - v. Jacque: I personally don't see the need for both of the employees to work at the same time. We can have them working 25hr weeks, so we can cut back on payroll.
 - vi. Joe Mish: Everybody got gun shy, and took keys away from certain individuals, that would watch the pumps on the weekends, I don't see anything wrong with that.
 - 1. Daniel: You can't legally have individuals check the pumps, you have to be a graded operator, this is a huge liability issue.
 - vii. Jacque: We have to cut employee hours.
 - 1. Ron: You will lose employees if you cut there hours, and you will not get



good employees.

- XVI.** Discussion/Review/Possible Action to accept financial reports from CPA for June 2016 to April 2017.
- a. Ron Motions, No second.
- XVII.** Discussion/Review/Possible Action to accept financial status reports from Judith Van Rossum, Forensic Accountant.
- a. Jacque motions, No second.
- XVIII.** Discussion/Possible Action for Joe Mish to meet with G & S Gravel and obtain status report.
- a. Joe: I met with Mr. Miller, and asked him what transpired. Mr. Miller said he was cursed at, so he was not allowing any employee on the quarry. We left on good terms, employees are allowed back on the property, but have to sign in, every time. His insurance wants that pipe moved off his hill.
 - b. Board accepted his report.
- XIX.** Discussion/Possible Action ADEQ operator compliance requirements.
- a. Ron motions to remove Mark as operator of record, and we need to add Joseph, as operator of record. No second.
 - b. Ron motions to remove Mark Mills as operator of record, Jacque seconds. All in favor.
 - i. Ron: We have to remove Mark off as operator of record.
 - ii. Jacque: Is this a requirement from ADEQ?
 1. Daniel: Yes, the company has to work under an operator's certification.
 - c. Ron motions to add Joseph as operator of record, Kathy seconds. Ron vote's yay (Joe, Kathy, and Jacque vote nay.)
 - i. Ron: We need to work under Joseph's certification, or pay to bring in a Level 3 operator.
 - ii. Kathy: We need to be really careful about bringing in outside labor. Payroll is currently maxed out.
 - iii. Kathy: We need to gather more information.
- XX.** Board requests for future agenda items
- a. Joe motions, Kathy seconds,
 - b. List:
 - i. ADEQ Certification
 - ii. Special Meeting June 1st 2017 6:00pm
 - iii. Financial reports from CPA & Forensic CPA
 - iv. Employee Manual
- XXI.** Adjournment
- a. All in favor, 3:21Pm

Disclaimer: Due to the length and purpose of this meeting as a special meeting, the minutes had to be condensed, so if you would like to view the entire meeting please request a copy of the video.