

# **DRAFT** Rim Trail DWID Meeting minutes

May 21, 2026

Source Transcript: RTDWID Board Meeting Recording and Teams Copilot Transcript

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## 1. MEETING METADATA

- Legal Name of the Public Body: Rim Trail Domestic Water Improvement District (RTDWID)
- Date and Time: May 21, 2026; meeting called to order at approximately 6:03 PM
- Meeting Location/Platform: Microsoft Teams virtual meeting

### Members Present

- JT Driscoll, Chair/Board Member
- John Tanner, Vice President
- Ray Tanner, Treasurer
- William Regg, Board Member
- Jeff Manley, Board Member (joined after approval of meeting minutes)

### Members Absent at Roll Call

- Jeff Manley (arrived late and joined during the meeting)

### Additional Participants

- Ben Rowe/Casillas, Water Operator
  - Cheryl Ibbotson
  - Harry Jones
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## 2. GENERAL BUSINESS & DISCUSSIONS

### Approval of Prior Meeting Minutes

The Board reviewed draft minutes from the February 5, 2026 meeting and the December 18, 2025 meeting. Discussion included clarification that approval of the December minutes had previously been postponed because the original draft did not clearly identify who made certain motions.

Key Speakers:

- JT Driscoll
- William Regg
- John Tanner

## Treasurer's Report

Ray Tanner presented the Treasurer's Report for the period ending April 2026.

Discussion included:

- Total sales of approximately \$73,559, below budget by approximately \$2,190.
- Administrative expenses below budget.
- Water operation expenses above budget.
- Operating loss figures, including depreciation.
- District cash reserves of approximately \$128,189.
- Discussion that the District's cash position remained stable.

Key Speakers:

- Ray Tanner
- JT Driscoll

## Water Operator Report

Ben Rowe/Casillas presented the Water Operator Report.

Discussion included:

- Initial operation and testing of the water treatment plant.
- Manual operation status due to disabled automation/control systems.
- Turbidity monitoring and current production levels of approximately 18 to 20 gallons per minute.
- Potential future adjustments and troubleshooting to increase production.
- Need for handheld turbidity monitoring equipment.
- Operational limitations caused by incomplete automation and communication/control wiring.
- Performance and rehabilitation status of Well No. 1.
- Well No. 1 recharge testing showing approximately 5 gallons per minute.
- Discussion regarding rehabilitation costs, pumps, and plumbing needs.
- Discussion of tank monitoring systems and operational data collection.
- Ben Rowe/Casillas informed the Board that he may need to step away from operational responsibilities due to relocation and family considerations.

Key Speakers:

- Ben Rowe/Casillas
- JT Driscoll
- Ray Tanner
- John Tanner
- William Regg
- Jeff Manley

## Water Treatment Plant Operations and Summer Planning

The Board discussed operational readiness for summer demand.

Discussion included:

- Concerns regarding drought conditions and uncertainty about well performance.
- Estimated treatment plant production of approximately 13,000 gallons per month under current conditions.
- Need for additional troubleshooting and operational testing.
- Discussion of the treatment plant's automation systems and operational safeguards.
- Discussion regarding staffing and operator availability.
- Discussion regarding temporary operational support and training additional personnel.

Key Speakers:

- JT Driscoll
- Ben Rowe/Casillas
- William Regg
- Ray Tanner
- Jeff Manley

## Well No. 1 Rehabilitation Discussion

The Board discussed next steps to complete rehabilitation and activation of Well No. 1.

Discussion included:

- Cost estimates for pumps and remaining rehabilitation work.
- Discussion regarding whether spare pumps were necessary.
- Discussion regarding the need to reconnect control wiring and restore automated treatment plant operations.
- Discussion regarding the importance of bringing Well No. 1 online before peak summer demand.

#### Key Speakers:

- William Regg
- Ray Tanner
- JT Driscoll
- John Tanner
- Jeff Manley

### Stage 1 Water Conservation Advisory

The Board discussed implementation of Stage 1 conservation measures due to drought conditions and anticipated summer demand.

#### Discussion included:

- Immediate implementation of conservation messaging.
- Public communication through Constant Contact and community notifications.
- Discussion regarding whether to include a defined end date.

#### Key Speakers:

- William Regg
- JT Driscoll
- John Tanner
- Cheryl Ibbotson
- Jeff Manley
- Ray Tanner

### Ratification of Payment Processor Vendor Agreement

The Board discussed ratification of a payment processor agreement involving ICG/Elavon.

#### Discussion included:

- Review of processing fees.
- Discussion regarding credit card transaction costs.
- Discussion regarding prior execution of the agreement before formal Board ratification.
- Discussion regarding Board oversight and approval procedures.

#### Key Speakers:

- JT Driscoll
- William Regg
- John Tanner

- Ray Tanner
- Cheryl Ibbotson
- Jeff Manley

## 2026 Election Notifications

The Board discussed upcoming election requirements and notification obligations related to open Board seats.

Key Speakers:

- JT Driscoll
  - William Regg
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## 3. FORMAL MOTIONS AND ACTION ITEMS

### Agenda Item: Approval of February 5, 2026 Meeting Minutes

- Exact Text of the Motion: “Motion to accept the meeting minutes from February 5th.”
- Motion Made By: JT Driscoll
- Motion Seconded By: William Regg

### Voting Record

- Total Vote Count: Motion declared passed unanimously
  - Ayes:
    - William Regg
    - John Tanner
    - JT Driscoll (Chair declared unanimous approval; verbal “aye” not individually captured in transcript)
  - Nays: None recorded
  - Abstentions/Recusals: None recorded
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### Agenda Item: Approval of December 18, 2025 Meeting Minutes

- Exact Text of the Motion: “I move that we approve the December 18th, 2025 meeting minutes as is.”
- Motion Made By: William Regg
- Motion Seconded By: John Tanner

## Voting Record

- Total Vote Count: Motion declared passed unanimously
  - Ayes:
    - William Regg
    - John Tanner
    - JT Driscoll (Chair declared approval; verbal “aye” not individually captured in transcript)
  - Nays: None recorded
  - Abstentions/Recusals: None recorded
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## Agenda Item: Well No. 1 Rehabilitation Expenditure Approval

### Initial Motion

- Exact Text of the Motion: “I’m going to make a motion that we accept this bid as is for \$7,626.66 for the pump or for the well one rehabilitation and then the spare pumps for well three and four and one and two.”
- Motion Made By: William Regg
- Motion Seconded By: Jeff Manley

### Motion Modification Discussion

Following discussion, Ray Tanner expressed concerns regarding the necessity of all quoted pumps and suggested approval subject to final review.

### Final Amended Motion Approved

- Exact Text of the Motion: “I will change my motion to approve \$4,000 for the well one rehabilitation and to schedule Cole ASAP.”
- Motion Made By: William Regg
- Motion Seconded By: John Tanner

## Voting Record

- Total Vote Count: Passed unanimously
- Ayes:
  - Jeff Manley
  - Ray Tanner
  - William Regg
  - John Tanner

- JT Driscoll (Chair declared motion passed; verbal “aye” not individually captured)
  - Nays: None recorded
  - Abstentions/Recusals: None recorded
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## Agenda Item: Stage 1 Water Conservation Advisory

### Initial Motion

- Exact Text of the Motion: “I move that we enter stage one, which is our current conservation advisory, and we announce it on Constant Contact as soon as possible.”
- Motion Made By: William Regg

Discussion followed regarding whether to establish a defined termination date.

### Final Motion Considered

- Exact Text of the Motion: “So let’s enter stage one and just leave it at stage one with no exit dates communicated at this point.”
- Motion Made By: William Regg
- Motion Seconded By: John Tanner

### Voting Record

- Total Vote Count: Passed unanimously
  - Ayes:
    - Jeff Manley
    - Ray Tanner
    - William Regg
    - John Tanner
    - JT Driscoll (Chair declared motion passed; verbal “aye” not individually captured)
  - Nays: None recorded
  - Abstentions/Recusals: None recorded
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## Agenda Item: Ratification of Payment Processor Vendor Agreement

- Exact Text of the Motion: Motion to approve and ratify the ICG payment processor agreement using the rates presented during the meeting.
- Motion Made By: William Regg

- Motion Seconded By: JT Driscoll

### Voting Record

- Total Vote Count: Motion declared passed
  - Ayes:
    - Jeff Manley
    - John Tanner
    - William Regg
    - JT Driscoll (Chair declared motion passed; verbal “aye” not individually captured)
  - Nays:
    - Ray Tanner
  - Abstentions/Recusals: None recorded
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### Agenda Item: Adjournment

- Exact Text of the Motion: Motion to adjourn the meeting.
- Motion Made By: Jeff Manley
- Motion Seconded By: William Regg

### Voting Record

- Total Vote Count: Passed unanimously
  - Ayes:
    - Ray Tanner
    - William Regg
    - John Tanner
    - Jeff Manley
    - JT Driscoll (Chair conducted vote)
  - Nays: None recorded
  - Abstentions/Recusals: None recorded
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## 4. EXECUTIVE SESSION

No executive session was recorded in the transcript.

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## 5. ADJOURNMENT

- The meeting adjourned at approximately 7:56 PM.