DRAFT RIM TRAIL DWID BOARD MEETING SUMMARY / MINUTES

September 10, 2026

1. MEETING METADATA

Legal Name of Public Body: Rim Trail Domestic Water Improvement District (RTDWID)

Date: September 10, 2026

Meeting Time: The source transcript does not capture the original call to order. The recorded portion concluded at approximately 8:29 PM.

Meeting Location/Platform: Microsoft Teams virtual meeting

Members Present During the Recorded Portion

- JT Driscoll, Chairman
- John Tanner, Vice President
- Ray Tanner, Treasurer
- William Regg, Secretary
- Jeff Manley, Parliamentarian

Additional Participants

- Ben Rowe, Water Operator
- Cheryl Ibbotson, District Manager
- Harry Jones, member of the public

Members Absent

- None identified during the recorded portion.

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2. GENERAL BUSINESS & DISCUSSIONS

Water Operator Report

Ben Rowe presented operational updates concerning the District water system.

Discussion included:

- Status of the control/call wire associated with Well No. 1 and the water treatment plant. The wire remained disconnected, preventing full automatic operation.
- The need to identify a contractor or electrician capable of physically reinstalling and reconnecting the call wire.
- An August 13, 2026 two-inch mainline break that resulted in the District's storage tanks being nearly or completely depleted. The break was repaired, and the tanks required approximately three days to recover.
- Well No. 3 production declining from approximately 10 gallons per minute to approximately 8 gallons per minute.
- Concern regarding the condition, size, and electrical draw of the existing Well No. 3 pump.
- The possibility of pulling and inspecting the existing pump and obtaining a backup or replacement pump.
- Well No. 3 water levels appearing relatively stable despite declining pump output.
- Historical information concerning Well No. 3 and the possibility that additional rehabilitation may eventually be required.

Key Speakers:

- Ben Rowe
- JT Driscoll
- Ray Tanner
- William Regg
- John Tanner

Water Treatment Plant Operations and ADEQ Reclassification

The Board discussed the operational status of the water treatment plant and the apparent reclassification of the District's system.

Discussion included:

- The treatment plant remained dependent on manual operation because of incomplete automation and the disconnected control wire.
- Turbidity in the creek had limited opportunities to operate the treatment plant.
- The District had relied primarily on groundwater during the summer.
- Concern that the ADEQ reclassification could require a higher-level operator and potentially additional operator presence while the treatment plant is operating.
- Questions regarding why the plant/system had operated under a lower classification in prior years.

- Ben Rowe reported that the ADEQ inspection process appeared to assign points to treatment plant components that had not previously been incorporated into the system classification.
- Discussion of seeking assistance from the Rural Water Association and obtaining additional guidance regarding the plant's design, operation, and classification.
- Ben Rowe reported that Mike Plew had previously suggested appealing the reclassification.
- Board members requested that available ADEQ documentation regarding the reclassification be distributed for review.
- JT Driscoll and Ben Rowe agreed to continue investigating options involving ADEQ, Rural Water Association resources, and other knowledgeable parties.

No formal Board action was taken on the reclassification during this discussion.

Meeting Frequency and Monthly Reports

Ray Tanner raised concern that approximately three months had elapsed between Board meetings and stated that operational and financial issues required more frequent Board review.

Ray Tanner proposed that:

1. The Board meet monthly; and
2. The water operator and district manager provide monthly reports even if a regular meeting cannot be held.

The Chair twice requested a second. No Board member seconded the motion.

Result: Motion died for lack of a second. No vote was taken.

The Chair nevertheless indicated an intention to increase the frequency of Board meetings.

District Administrative/Financial Report

Cheryl Ibbotson provided an administrative and accounting update.

Discussion included:

- District accounting records had been substantially cleaned up and reconciled.
- Supporting schedules had been prepared for balance-sheet accounts, except for remaining reconciliation issues involving WIFA loans.
- Use of the District's online payment portal had increased since implementation.
- Outstanding receivables had largely been collected, except for certain final balances associated with former customers.
- Depreciation, fixed assets, security deposits, and accounts receivable had been reviewed and reconciled.

- The Board discussed monitoring customers exceeding previously adopted water-use restrictions.
- The Board discussed procedures for handling unusually high consumption, possible customer leaks, and unpaid final bills.

No formal motion was adopted during this report.

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3. OLD BUSINESS

Well No. 1 Rehabilitation

The Board received an update regarding Well No. 1 rehabilitation project.

Remaining work discussed included:

- Reconnecting the control/call wire.
- Confirming the feed line from Well No. 1 to the storage tanks.
- Potentially replacing or modifying an existing valve.
- Scheduling Gila Pump to complete pump and chlorination-system work after the preliminary issues are resolved.
- Exploring whether future automation equipment could replace or supplement the existing control-wire arrangement.

Ben Rowe agreed to contact electricians or other contractors regarding the call-wire work.

No formal motion was made.

Infrastructure Replacement Planning

John Tanner reported on efforts to locate historical system maps and repair records.

Discussion included:

- Historical maps had been located, but comprehensive repair-history documentation was not readily available.
- A former participant familiar with previous repairs may be able to identify repaired areas on the maps.
- The Board intends to develop better documentation of line material, condition, and repairs to support a long-term infrastructure replacement plan.
- Future repairs should document the type and condition of pipe discovered at each location.
- Existing photographs and records from previous leaks and repairs should be consolidated.

No formal motion was made.

WIFA Loan Status

The Board discussed the status of prior WIFA financing and possible future WIFA applications.

Discussion included:

- Difficulty reconciling the final reimbursement activity on an earlier WIFA loan.
- The possibility that approximately $2,000 in eligible reimbursement remained unresolved.
- Whether unresolved amounts could be addressed in connection with a future project.
- Potential future WIFA-funded projects, including Well No. 3 work, system monitoring/automation, and water-line replacement.
- The need to define future projects and costs before initiating a new WIFA application.
- The administrative and project-management requirements associated with future WIFA financing.

No formal motion was made.

District Electronic Document Storage

William Regg discussed options for centralized electronic storage of District maps, photographs, records, and other documents.

Discussion included:

- Existing Microsoft 365/SharePoint storage.
- Security concerns associated with sharing a single set of Microsoft account credentials.
- Potential use of Google-based storage with individual access permissions.
- Establishing a District-controlled account that would allow access to be granted or revoked as Board membership changes.
- William Regg agreed to research available options and associated costs.

No formal motion was made.

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4. NEW BUSINESS AND FORMAL ACTIONS

Well No. 3 Repair and Rehabilitation Proposal

The Board reviewed a proposal from Gila Pump concerning Well No. 3.

Discussion included:

- Pulling and inspecting the existing well pump.
- Determining the appropriate replacement pump based on well conditions and desired production.
- Replacement or repair of the booster pump and manifold.
- Target production of approximately 10 gallons per minute.
- The deteriorated condition of the existing manifold.
- Whether the project should proceed immediately using District funds or be delayed so that WIFA financing could be pursued.
- The operational risk of delaying work on Well No. 3, which serves as an important District water source.

Motion

Motion Made By: William Regg

Motion: To accept the Well No. 3 proposal, with a not-to-exceed amount of **$7,000**, authorizing the Well No. 3 repair work discussed, including the booster pump/manifold work, inspection of the existing well pump, related RanchBot installation work where applicable, and one appropriate pump from the quoted alternatives.

Seconded By: JT Driscoll

Voting Record

Ayes:

- JT Driscoll
- William Regg
- Jeff Manley

Nays:

- Ray Tanner
- John Tanner

Abstentions/Recusals: None recorded.

Result: Motion passed, 3-2.

Ray Tanner and John Tanner stated that their opposition was based principally on their preference to pursue WIFA financing before committing District funds.

RanchBot Monitoring and Automation System

The Board reviewed a proposed RanchBot remote monitoring and automation system.

Discussion included:

- Installation of tank-level monitors at the District's storage reservoirs.
- Pump controls associated with Well No. 3 and the Whitetail Knob booster system.
- Satellite-based communications because of limited cellular coverage.
- Automated alerts for falling tank levels, reservoir conditions, and pump-control needs.
- Reducing dependence on manual site inspections.
- The potential to expand the monitoring system in the future to Wells Nos. 1, 2, and 4 and other District facilities.
- An estimated not-to-exceed project cost of approximately $13,000 for the currently proposed system.
- Whether additional well monitors should be included immediately or considered after receiving updated pricing.
- Whether the project should be paid from existing District funds or deferred for possible WIFA financing.

Several versions of the motion were discussed and clarified before the final motion was called for a vote.

Final Motion

Motion Made By: Jeff Manley

Motion: To approve the RanchBot proposal as presented for a **not-to-exceed amount of $13,000**, with the District to separately obtain pricing for three additional well monitors for future Board consideration.

Seconded By: William Regg

Voting Record

Ayes:

- JT Driscoll
- William Regg
- Jeff Manley

Nays:

- Ray Tanner

- John Tanner

Abstentions/Recusals: None recorded.

Result: Motion passed, 3-2.

The additional three monitors were **not approved for purchase as part of the motion**. The Board directed that pricing for those monitors be obtained and returned for later consideration.

Stage 1 Water Conservation Restrictions

The Board reconsidered the Stage 1 water restrictions adopted earlier in the year.

Discussion included:

- The restriction on outdoor watering.
- The 10,000-gallon monthly usage limitation.
- Water production and storage performance during the summer.
- High-use customer reports for May through August.
- The fact that the District had made it through peak summer demand despite several customers exceeding the restriction.
- The importance of reviewing unusually high use for possible customer-side leaks.

Motion

Motion Made By: Jeff Manley

Motion: To lift the current Stage 1 water restrictions.

Seconded By: John Tanner

Voting Record

Ayes:

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

Nays: None.

Abstentions/Recusals: None.

Result: Motion passed unanimously.

Annual Budget and Rate Hearing

The Board discussed preparation for the District's annual budget and rate hearing.

Discussion included:

- Outstanding reconciliation issues involving WIFA loan balances.
- The need to resolve financial information before finalizing the proposed budget.
- Statutory notice and scheduling requirements for the budget/rate hearing.
- Whether rate adjustments might ultimately be necessary.
- The need to confirm applicable deadlines and requirements before scheduling and advertising the hearing.

Ray Tanner indicated that he would advise the Chair when the necessary financial information was available so that the hearing could be scheduled and advertised.

No formal motion was made.

Proposed Water Operator Agreement

The Board reviewed a proposed revised agreement with water operator Ben Rowe.

The proposed changes discussed included:

- Increasing the monthly retainer from approximately $2,000 to $3,000.
- Reducing routine site visits.
- Separately billing certain additional site visits, repairs, special projects, and contractor-management services.
- Clarifying reporting responsibilities.
- Revising payment terms and late-payment provisions.
- Updating termination provisions.
- Clarifying responsibility for water treatment plant work and other special projects.
- Updating the description of the District's system and assets.
- Remote monitoring and the effect of new automation on operator responsibilities.

Board members stated that the proposed agreement had been received too shortly before the meeting to permit adequate review.

The Board agreed to conduct a special meeting on **September 16, 2026 at 6:00 PM** to continue consideration of the proposed operator agreement.

No vote was taken on the proposed agreement at this meeting.

Election Update

JT Driscoll reported that information received from the county election office indicated that only two candidates had filed for the two Board positions subject to election.

The Board was advised that, because there were no additional candidates, a contested election/ballot was not expected.

No formal motion was made.

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5. CALL TO THE PUBLIC

The Chair opened the call to the public and explained that the Board could not deliberate or take legal action on matters raised during the call to the public unless the matter had been properly noticed on the agenda.

Harry Jones asked about the operational status of Well No. 4.

Ben Rowe responded that Well No. 4 was primarily being rested and used for supplemental production, with approximately 30,000 to 40,000 gallons of production per month. He stated that well-level measurements had remained relatively consistent and that previous problems may have resulted from attempting to draw too much production from the well.

No legal action was taken in response to the public comment.

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6. EXECUTIVE SESSION

No executive session occurred during the recorded meeting.

A possible executive session concerning compensation was discussed as an option for a future properly noticed meeting, but no executive session was convened on September 10, 2026.

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7. FORMAL MOTIONS AND VOTING SUMMARY

A. Monthly Meetings and Monthly Reports

Motion Made By: Ray Tanner

Motion: That the Board meet monthly and that the water operator and district manager provide monthly reports.

Second: None.

Vote: No vote taken.

Result: Motion failed for lack of a second.

B. Well No. 3 Repair Proposal — Not to Exceed $7,000

Motion Made By: William Regg
Seconded By: JT Driscoll

Ayes:

- JT Driscoll
- William Regg
- Jeff Manley

Nays:

- Ray Tanner
- John Tanner

Abstentions/Recusals: None

Result: Passed, 3-2.

C. RanchBot Monitoring Proposal — Not to Exceed $13,000

Motion Made By: Jeff Manley
Seconded By: William Regg

Ayes:

- JT Driscoll
- William Regg
- Jeff Manley

Nays:

- Ray Tanner
- John Tanner

Abstentions/Recusals: None

Result: Passed, 3-2.

Clarification: Pricing for three additional well monitors will be obtained for future Board consideration; those additional monitors were not approved as part of this action.

D. Lift Stage 1 Water Restrictions

Motion Made By: Jeff Manley
Seconded By: John Tanner

Ayes:

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

Nays: None

Abstentions/Recusals: None

Result: Passed unanimously.

E. Adjournment

Motion Made By: Jeff Manley
Seconded By: William Regg

Voting Record: The Chair called for ayes, nays, and abstentions. No opposition or abstention was recorded, and the meeting was closed.

Ayes:

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

Nays: None

Abstentions/Recusals: None

Result: Passed unanimously.

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8. ADJOURNMENT

The meeting adjourned at approximately **8:29 PM**.

Source Note: These minutes were prepared from the September 10, 2026 RTDWID meeting transcript. The transcript begins after the meeting was already underway and therefore does not establish the original call-to-order time, formal roll call, or meeting location/platform. Those items should be supplemented from the posted agenda, meeting notice, or other official District record before the minutes are adopted if that information is available.