

# **Meeting Summary – December 18<sup>th</sup> 2025 – Videoconference**

The meeting was called to order with a roll call confirming quorum. The board approved the minutes from the previous meeting (November 13, 2025), noting minor transcription errors but accepting the transcript as accurate for Open Meeting law requirements.

## **Treasurer's Report**

- Financials for the first four months were reviewed, showing income slightly above budget and administrative expenses below budget. Water operations were also under budget, and the current cash position was reported at \$126,115. Some financial statements are pending updates for year-over-year comparison.

## **Operators Report**

- Ben Rowe provided a detailed update on the water treatment plant repairs and troubleshooting. The plant is now operational, with successful chlorine and coliform tests. Turbidity levels are close to regulatory requirements, and further adjustments are planned to optimize performance. The board discussed the need for a Grade 3 operator once the plant is officially regraded by ADEQ, and Ben will clarify reporting procedures and requirements with ADEQ.

## **Well Updates**

- Well #1: Recent cleaning improved recharge rate; a pump test is scheduled after the holidays to determine next steps. Chemical cleaning may be considered based on results.
- Wells #2, #3, #4: Soundings were reported, showing slight decreases in water levels. Well #3 may require additional dirt work for further maintenance. The board discussed inventorying an extra pump for emergencies.

## **Infrastructure Replacement Plan**

- John Tanner is coordinating with Paul Worth for an infrastructure replacement plan. The board needs to locate records of past repairs and replacements to inform the plan. The district computer and thumb drive may contain relevant files.

## **Customer Bill Pay Portal**

- Cheryl reported that the portal setup is nearly complete, pending submission of a voided check. The board discussed documentation requirements and the absence of articles of incorporation, noting that county approval documents may suffice.

## Bill Pay Procedure

- The board debated streamlining the bill pay process by removing secondary approval for routine payments. Cheryl advocated for efficiency, while Ray emphasized the need for accounting controls. A motion to remove secondary approval was made but did not pass (tied vote). The board agreed to revisit the process after a trial period.

## Other Business

- The board discussed the need for improved vendor relations due to slow payments in the past.
- The meeting adjourned after confirming no public comments.

## Action Items

1. **Finalize Financial Statements**
  - Cheryl and Ray to update financials for year-over-year comparison and ensure all statements are current.
2. **Water Treatment Plant Reporting**
  - Ben Rowe to contact ADEQ to clarify reporting requirements and confirm the timeline for regrading the plant to Grade 3.
3. **Pump Test for Well #1**
  - Ben Rowe to schedule and conduct a pump test after the holidays to determine recharge rate and next steps (potential chemical cleaning).
4. **Obtain Camera Inspection Video**
  - Ben Rowe to follow up on receiving the well #1 camera inspection video and share with the board.
5. **Inventory Extra Well Pump**
  - Ben Rowe to order or source an extra pump for well #3 and confirm funding approval.
6. **Locate Infrastructure Records**
  - JT Driscoll and John Tanner to locate and review district computer and thumb drive for records of past repairs and replacements to support the infrastructure replacement plan.
7. **Submit Voided Check for Bill Pay Portal**
  - William Regg to retrieve and submit a voided check to complete the customer bill pay portal setup.
8. **Provide County Approval Documentation**
  - Ray Tanner to resend county board approval documents to Cheryl for portal documentation.
9. **Trial Bill Pay Procedure**

- Cheryl and Ray to trial the current bill pay approval process for one month and report back on efficiency and issues for further discussion.

10. **Add Check Detail Report to Agenda**

- Cheryl to ensure the monthly check detail report is included as an agenda item for board review and approval.