

**RTDWID Minutes DRAFT until approved at next Meeting.**

1. The meeting was called to order at 6:04 PM by Vice Chairman Will Regg

2. Roll was called – Chairman Will Regg (WR), Treasurer Ray Tanner (RT), Secretary John Tanner (JT), Parliamentarian Jeff Manley (JM) delayed, JT Driscoll (JTD) Vice Chairman, and a quorum was established.

District Manager: Dan Utz (DU)

Public: Mike Ellis (ME) with AquaFlow.

3. Approval of Minutes of Prior Meeting on 9/8/23: JM motioned to accept minutes and RT 2<sup>nd</sup> motion – motion passed unanimously; minutes approved.

4-1. RT reporting Treasurer's report: RT pointed out the books are now updated and current to date. Based on the current P&L statement ending 9/30; On Sales we are \$1,015 over budget, ahead of this time last year. Total Administrative Expenses are \$36 over budget. On Water Operations expenses we are \$2,309 under budget, our net Ordinary Income is \$3,288 over what we had budgeted. Adding interest and miscellaneous income we are \$3,719 over budget. On the Balance Sheet, with the Cash we are \$5,450 less than a year ago. The main reason for that is the tanks that we bought were just recently installed on WTK. Once we get reimbursed from WIFA that number will be more than we had last year.

4-2 District Manager Report: 1) DU reporting there were three leaks since last reporting; one was a ¾" line on Belluzzi, another was a 3" line on Box Elder repaired with a ford clamp. Then a 3<sup>rd</sup> leak on Belluzzi again, a 3" line near where Primary had fixed two leaks on same line last winter. DU suggested that the section crossing the road there really needs to be replaced. We will make that an agenda item for the next meeting. Possibly we may have excess funds from the existing WIFA Loan to cover it with WIFA approval. DU will determine the section that needs to be replaced and obtain a quote to review for the next meeting. 2) DU installed vents on Well House #2&3 for added ventilation. 3) A new service line and meter was installed on 483 N Rim Trail which this house had been abandoned for many years. DU could not verify whether that Lot had participated in payment of the \$4,000 bond several years ago and RT suggested locating the notebook created by Judy Baily (1-1/2 – 2" binder) and that information would be recorded there. It was suggested to have that book scanned for the digital records for any future access. Once that document and other portion of district documents are gathered, they need to be reviewed and JM volunteered to get it scanned for the district. Ongoing Projects: 1) The WIFA WTK tanks have been installed. A Site Visit for the as-built and AOC permit. With RT's help DU has QuickBooks up to date and DU will be able to produce the requested financial documents to WIFA for our reimbursement. Primary has a couple of punch items (1. Extend overflow pipe, 2. Provide splash pad, 3. Add some additional pipe insulation) to complete. 2) WIFA AMR/AMI Purchase: JT has sent attachments to the Board containing the quotes for Master Meter along with information sheet and warranty. DU reported on site visit to residential area in SE valley with JT to witness project where Master Meter were installed. We had an opportunity to see computer program register meters on screen and its effectiveness and discuss with area operation manager. We also saw a riser installation example on a deep installed meter. The meter comes with a 10-year full material replacement and 10 additional years' prorated warranty. Overall, DU and JT were very satisfied with what we saw on the Master Meter demonstration. 3) Installation of meters: we have a bid from Primary which is a reasonable quote. Tim Wainscott did not revise his bid and Wrangler Plumbing – although they indicated they would submit a bid, we never received one from them.

5a. Electronic meter hardware purchase quote review for approval: The quote is from Aquaflow (dated 2/6/23) for \$55,373.84 which includes 100 - 5/8<sup>th</sup> x ¾" BLMJ Meter Lead Free Body W/Bronze W/3G DS register, 3G Mobile Laptop System w/hard shell case, Harmony Software system Training, and Harmony Mobile Annual Hosting. The question arose why a laptop could not serve the same purpose and can the readings be downloaded into our software. We were able to reach Mike Ellis w/AF and he qualified that it can be downloaded onto Eldorado Software or system of our choice. Also, the tablet does not provide an adequate system to be used with Harmony system. JM made a motion to accept the contract quote from Aquaflow as written and JTD 2<sup>nd</sup> the motion. We postponed final vote until we approve the install quote.

5b. Electronic Meter Install quote review for approval: Primary Construction submitted their quote for \$27,178.43 to install 97 meters with AMI/AMR. Primary has completed other work for us to the districts satisfaction. It was agreed that Primary would install only the meters. Primary can provide quote to install check valve and customer side shut off valve (CV/SOV) when Primary is installing the meters. The District will put a notice out to all customers the requirement to have them installed and it will be up to the customer to contact Primary (the District will provide contact information with notice) to request a separate quote and Primary can make arrangements to install them at a later time. JTD motioned to approve Primary's quote dated 9/18/23 for \$27,178.43 to install 97 meters, JM 2<sup>nd</sup> the motion. No further discussion. The motion passed unanimously.

5a continue. Return to acceptance of Aquaflo Master Meters above: There is an existing motion on the floor (Stated above). No further discussion. Vote was taken to approve the AF quote for \$55,373.84 for 100 meters. Motion passed unanimously.

5c. District Billing quote review for approval: There is a new quote for Ampsten, DU has not had time to review and vet this quote. Regarding the Eldorado quote their tech said there is some bugs in their online system and it will be 30 – 60 days before they have those bugs worked out. DU suggested we stick with Eldorado for now and have Lila Harden from Pine to do the billings and she is familiar with the system, and she can do that for \$350/month. RT suggested he may have somebody that could not only do the billing but could also do the Quickbooks and is currently an accountant that is a Rim Trail property owner. He will contact her directly and if RT determines she is interested and establishes an agreement in the scope of accounting and billing with this individual, RT will request a quick board meeting to approve establishing her for our accountant and billing person. (It was determined later in the meeting that WR and RT can review and make this hire determination without board approval – no meeting required)

5d. District Accounting quote review for approval: The quote from Karen Hill is for \$100/hr. and she believed she could do it for \$200/month. RT believed that amount is reasonable. Karen also expressed interest in doing the billing. JT made a motion to go with Karen Hill to take over the accounting for the district. RT suggested we do that on a “as-needed” basis and the board agreed to add that amendment. RT 2<sup>nd</sup> the motion. To clarify; RT still leaves open the possibility of using the Rim Trail resident he spoke of earlier to do both the accounting and billing – if that works out, we would not use Karen Hill. If it doesn’t work out, then we agree for Karen Hill to take over the accounting. Motion passed unanimously.

5e. Job posting for District Manager (DM): DU has expressed interest in moving on from District Manager responsibilities and yet maintaining the Water Operation portion of the District. WR mentioned we have spoken to members of the community and up do now there has not been local interest. We are considering a job posting on local Round Up, Rural Water Association, on Indeed (JTD can do that) or Linkin. DU suggest going through the contract for DM to clarify the scope of that job. There is a lot of overlap in Water Operator (WO) and DM. JM asked DU to take a first look at the contract and we can incorporate your input in the job description for new DM. RT pointed out that original DM and WO agreement came from Harry Jones original contract and later Don Ascoli revisions. The Board determined it is a good time revisit those agreements. JM suggest having DU make comments on two existing agreements that we have and will circulate it among the Board members for review. JM motions we spend up to \$100 on job posting for DM, JT 2<sup>nd</sup> the motion. The postings would occur on RTDWID website with link to scope of job, and on “Indeed” and Payson Round Up. Motion passed unanimously. DU agrees to continue as DM on a month-to-month basis until we find a replacement. DU to review the two contracts (DM and WO) and send comments to the board.

6. Call to the public: None

7. Call too Staff and Board for non-agenda items, updates, and recommendations for future meetings: For next meeting Agenda.

- a. JM will send information he received from Cowan Ranch for review by the board.
- b. Determine needs for infrastructure (near Rim Trail and Beluzzi) if DU could determine scope of pipe needing replaced, obtain a quote, the board can review for next step for replacement, possibly include in WIFA loan.
- c. Determine and confirm the status of accountant and billings. Based on discussion in 5c and 5d, pending RT and WR approval, they will authorize moving forward with the personnel for accountant and billing person.
- d. Try to gather intel on any requirements for RTDWID to provide water for the Fire District.
- e. Insurance renewal coming up in January (review of insurance previously approved). Will need to vote on renewal on insurance policy.
- f. Confirm timing of delivery and installation of new Master Meters.
- g. DU follow up on need of bond payment from new meter on 483 N Rim Trail.
- h. Follow up on scanning of district documents and Judy Baily notebook.

8. Possible Executive Session: None

9. Schedule for next Board Meeting: WR to send notice of next meeting for 11/9 or 16 for 6:00 PM Zoom meeting. Board will respond with confirmed date that works for board members.

10. Adjournment: Meeting motion to adjourn by JT and JM 2<sup>nd</sup> motion. Motion passed. The meeting adjourned at 7:55 PM.

Respectfully Submitted  
John Tanner  
Secretary