

RTDWID Minutes DRAFT until approved at next Meeting.

1. The meeting was called to order at 6:00 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: Steve Stevens (SS), Christine Weber (CW), Gary and Tracy Clapham (TC), and Megan Derby (MD).

3. Approval of Minutes of Prior Meeting on 11/9/23: JTD motioned to accept minutes and RT 2nd motion – motion passed unanimously; minutes approved.

4. 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 11/30; On Total Income we are over \$4,000 ahead of budget. Total Administrative Expenses are \$1,229 below budget. Note: Administrative Assistant expense is showing \$800 under budget and that is only because we haven't been using Creative Technologies for billing. On Water Operations expenses we are \$1,202 under budget, our net Ordinary Expenses is \$2,400 under budgeted. Income shows us being \$6,500 over budget. Adding interest and miscellaneous income we are \$7,136 over budget. On the Balance Sheet, with the Cash we are \$6,000 less than a year ago. The main reason for that is the tanks that we bought were just recently installed on WTK and some of the meter installs, etc. Once we get reimbursed from WIFA that number will be more than we had last year. Under Other Assets we have \$51,646 in Capital Projects in Progress and that is the expenditures we have made so far for the WTK tanks and meter replacements, 79% of that will be repaid by WIFA and that will go back into the account, and we will be at or above where we were a year ago. No questions on Balance sheet.

Momentarily skip DM (5.) report to accommodate homeowners present for Rezoning outcome.

6 g. Rezoning outcome – discussion on next steps for DWID. Recap – old firehouse up for rezoning of which the public sent in several letters and a number of people gave statements and the last we have heard the rezoning petition was put on temporary hold by the owner and we have no further updates. The district at its emergency meeting on 11/9, we discussed the implications of rezoning would have on our water supply and we drafted a letter sent to the hearing and WR was also present at the hearing and spoke requesting denial of rezoning. It was confirmed that public comments did reach the hearing and were heard. (CW) spoke and indicated her constant communication with Kim Manfredi at Gila County, CW indicated there is no deadline for the temporary hold, it can be brought up any time. It is CW understanding right now that Planning & Zoning (Randy Plummer) and property owner Jason D (JD) are in conversation right now about what is the best use of property and considering special use permits for the property. It is CW understanding that owner JD is going for a special use permit for storage only. CW suggest that somebody from district get in contact with Gila County supervisor (Woody Cline) and make our plea. CW indicates that she has an online petition and a signature-based paper petition. She was hoping to make a collaborative effort needing input from public and infrastructure angle from water district. JTD noted that the Board's position was that it could create a density issue with stress on water district, and asked CW if special use permit for storage would be a problem for district. CW is concerned of the fire risk if used as a storage. CW encourages anyone to contact her with input or information regarding rezoning and she encourages participation in signing petitions. RT asked CW if she had thoughts on what would be an acceptable use of the building? RT noted his and most people he spoke to – the concern was mainly the density concern that rezoning would have. CW's input was that from her communication with the public, unless the structure benefits the community, it has no place there other than a firehouse which was its intended use. TC lives across from the firehouse, water, traffic, and density were their concerns along with the property taking a precedence on future zoning request.

5. District Manager Report: 1) DU reporting on quote for Belluzzi 3" main replacement – DU reviewed with Paul Wirth (PW) and PW indicated that drawings are not accurate and a locator is needed. Needs to do some investigative digging to properly determine all that needs to be done and that all isolation valves are working. DU is going to talk to former operators and see if can get more information on that specific area. RT commented Du may have to start at ground zero to work at locating that line. Don Ascoli was working with Engineers to help locate that line. Possibly get with former operator Bosert to get help on that line. 2. Status of accounting and billing: Chase bank and their ACH program made mistakes on the billing with several residents and corrections should be completed soon and DU will follow up with Chase. DU met with Steve Stevens (SS) regarding taking over billing, accounting and possibly some management duties or District Manager. SS was the tech support for Creative Technologies/Eldorado. We will follow up with SS discussion later on agenda. 3. Meter installations: 91 meters have been installed as of last week and there is only a few more to install along

with meters at the wells. Lot 133 meter is 5 boxes deep, it needs a shut off valve, a riser and a small leak repair, PW will bring an excavator and repair at a later date. There is a few remaining that are odd sizes and waiting on adapters. Once the computer has arrived (3-4 weeks) DU will schedule training and integration with our billing software. AquaFlow tech people will write software that is needed. RE: Resident Parish has two meters in which we don't bill on account of easement agreement, however DU does take readings and sends bill with no due amount. 4. Water demand has decreased with the cold weather and reservoirs are near capacity with 2 wells running. 5. DU confirmed with JM about scanning District records. DU plans documents for scanning on his next trip to the valley. DU has still not been able to locate Judy Bailey notebook and is waiting to hear back from County on records of bond payments for 438 N. Rim Trail. RT suggested someone needs to review documents to determine what needs to be scanned. RT would volunteer whenever he can get up there. DU suggested there are 7 or 8 banker boxes of documents. JM indicated documents just need to be feedable in a scanner.

6(a). Hiring Steve Stevens as District Manager: SS introduced himself, he lives in Whispering Pines, the last 12-1/2 years he has been working for Creative Technologies in tech support and basically working for the Rim Trail District. He has worked with Eldorado System and is very familiar with it. He has talked to RT, JT and DU about working with District Managers (DM) position as well and he has a copy of DM contract, the list of duties and has reviewed it and he doesn't think he would have any trouble picking up and taking over those duties. He previously worked with Pine Water company as the office manager for them. He got very familiar with who all the customers were and got the software system up and running. SS would be glad to help our district out as well. SS also mentioned that he has just been voted has the Chairman of the Board of WPFDF. SS added to previous discussion RE: rezoning that the WPFDF could not sale the Rim Trail Fire house to anyone other than the two owners contiguous to that Lot and that it had to be rejoined with one of the Lots adjoining. And that the WPFDF had to sell at substantial discount because of it. From the WPFDF perspective, the firehouse had to be disposed of, there was no one to man it and it was a \$30,000/year unnecessary expense. Back to hiring SS: WR suggested it does not require Board approval for new Administrative Assistant for accounting and billing, it only needs approval by Treasurer and Secretary. WR suggested regarding new District Manager, we would need a contract and we would need to vote on that. RT pointed out it is up to the approval of the Treasurer and Secretary to approve Admin. Asst. (AA) and RT felt it we should direct attention to hiring new District Manager and the DM can select his own AA. RT understands SS would be hiring his daughter Haley to be the AA, SS acknowledged. DU mentioned that he is currently working with ADEQ and the contractors, but he would like to unload the billing, accounting, and the computer work. SS indicated he is familiar with working with ADEQ and WIFA and is comfortable in that area. JM suggested DU and SS get together and determine division of duties between operator and DM and present that to the Board for final vote and determination. Discussion followed on SS taking over accounting and billing (A&B) duties until an agreement could be determined on DM and division of duties. JT pointed out the \$800/month amount SS suggested for (A&B) and that it did not fit our \$550 (\$350 for billing (CT) and \$200 accounting) amounts in current budget. DU pointed out we are currently under budget for those duties and suggested he has \$642/month in budget currently allowed for the accounting and billing. The tech support for Eldorado has also expired so there is also a little savings there. In summary, DU and SS are going to review the Distract contract and duties and the Operators agreement, then come back to Board with the division on duties for approval. Going forward, SS will take over billing and accounting effective for this month for \$642/month. At next meeting we can vote on the acceptance of any revisions to the District Managers and Operators agreement. DU and SS will work out the logistics on access to the district computer.

6(b). Determine needs for infrastructure (near Rim Trail and Beluzzi) and possible next step. Referred to manager report: DU to have Paul Wirth and possibly another contractor to provide a quote and do some further investigation. Will try to reach some of the past operators for any input on actual water piping in that area. The length of repair is at least the width of the road, estimated at 30-40'. Once we have received a quote, we can move forward with a WIFA request for that repair.

6(c). Discuss requirements for RTDWID to provide water for the Fire District: Meter at old Fire House has already been transferred to new owner. SS reminded us that we have a Water Bladder normally filled by the river and sometime from Payson water system. WR pointed out that there is no clear requirement but without question we would provide the Fire Department with water if necessary to fight local fire.

6(d). Vote on the renewal of the insurance policy (previously reviewed): JT pointed out that a couple of months ago we had the policy reviewed by an insurance broker and he suggested it is a good policy. We had no other insurance companies willing to offer a quote. JM asked to have DU verify equipment and he will execute the renewal and confirm with RT for payment. Renewal is coming up January 9, 2024, for AZ admissions, liability for water district and physical assets for district. JM motioned and WR 2nd to renew policy and motion passed unanimously.

6(e). Status update on bond payment from new meter on 483 N Rim Trail: DU still waiting to hear from County, and he has not been able to locate the notebook (From Judy Baily (JB)) to verify if it was paid. Owner did pay the \$3,000 meter hook up fee.

6(f). Status update on scanning of district documents and JB notebook: We previously discussed this in DM report and JM will be helping with the aid of ASU students.

6(g) Rezoning outcome – discussion on

next steps: This was covered that earlier. 6(h) Status of WIFA project – meter install: Again, this was covered in the DM report. JM asked if there were many enquiries for the additional back flow prevention valve? DU indicated PW with Primary has not had many requests for those, DU believes there is about a dozen that don't have the shut-off valve. DU indicated we have current records of who has a separate valve and check valve. 6(i). Discuss increased communication and involvement with residents of Rim Trail: WR indicated we are currently using Constant Contact (CC) to communicate with the community regarding items of interest of district. We intend to put more time into this form of communication with the district this year. JTD spoke out that he checked on our CC account and we have about 120 contacts in it and a lot of them are old and bouncing back. We need to put some effort into updating the email address for the system. JTD suggest starting a campaign to get people signed up, so we are reaching out to everyone. Then possibly sending out informational reports monthly. WR has been working a flyer to send to community and SS volunteered to help get that out.

7. Call to the public: CW asked what the District can do to help in the "Fire Wise" program. WR indicated we can use CC to notify the community on a Fire Wise program and possibly direct them to an evaluation. TC asked the Board if the Board would be willing to share how a local fire would affect our water system and possibly work more closely with the Fire Department on this kind of information. SS interjected and pointed out there is several residents at Bonita Creek that have organized and are glad to help out with advising customers on Fire WISE (FW) improvements on your property. Lorna Glausinger lglausinger@yahoo.com, (928-970-0071) is in charge of that group, and she would be happy to come out and take a look at your property and advise on that question.

8. Call too Staff and Board for non-agenda items, updates, and recommendations for future meetings: For next meeting Agenda. RT reminded us that we were looking at putting solar on well #4. According to RT, the Biden administration has approved the rebate/credit program and they do have regulations out. RT thinks we should try and get as much electric production out of it so that we can have totally free electric at well #4. But we have totally taken up all the room available on Well #4 with standard solar panel spacing and the only way to increase the amount of solar collection is to put trackers on the solar panels, which doubles the cost but won't double the production. RT still thinks it would be worth the effort. RT asked JM if he would have anyone in his office that would be able to research the regulations on this rebate, RT to send JM what he has on the Solar credit and he will investigate it. WR indicated we will add this to the agenda. JM following up on SRP deal with Cowan Ranch – he had sent it to WR. WR will send out the agreement to Board and we can discuss at next Board meeting. Also, JM pointed out the hacker attach that had happened to a small Pennsylvania water facility because it was made in Israel. We can't be too careful in reference to our technology and hacker attacks. DU pointed out that while meters were being installed, he became aware of a few small leaks and will wait until PW comes back again with an excavator and he will address those leaks at that time. RT reminded DU and SS that if they are going to make changes to DM and Operator agreement, if they would be sure to send out RED lined version so it would be easy for the Board to know what the changes are. SS confirmed. There is a WORD version of both contracts and RT will send current contracts in WORD form to SS. RT reminded SS and DU there should be a contract in WORD form on the district computer.

- a. DU and SS to come up with revised working contracts for DM and Operator agreement, send copy to Board and WR can schedule meeting to review and approve.
- b. DU to report on 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. Confirm Insurance renewal payment.
- d. JM to investigate regulations for Solar credit/rebate and report back to board.
- e. DU update on need of bond payment from new meter on 483 N Rim Trail.
- f. DU/JM to report of status of scanning district documents and Judy Baily notebook update.
- g. Discuss Cowan Ranch/SRP agreement for review by the board.
- h. Reminder to approve minutes from 10/19/23 meeting.

9. Possible Executive Session: None

10. Schedule for next Board Meeting: WR pointed out if we have a new contract for DM and Operator, we can call an emergency executive session to approve. WR to send notice of next meeting via email after first of year and Board will respond with confirmed date that works for board members.

11. Adjournment: Meeting motion to adjourn by JM and JT 2nd motion. Motion passed. The meeting adjourned at 8:00 PM.
MERRY CHRISTMAS

Respectfully Submitted

John Tanner
Secretary