

Rim Trail Domestic Water Improvement District

240 E. Box Elder Lane, Payson, AZ 85541 (520) 634-2396

Regular Board Meeting Minutes

April 21, 2025 @ 6 PM

Location: Remote Video Meeting

Meeting Link: bit.ly/3X1XHPB, ID: 276 833 825 245, Passcode: T3yfTN, Dial in by phone: 602-935-4825, Phone conference ID: 229 278 346#

PURSUANT TO A.R.S. 38-431; Rim Trail DWID Board held a Regular Board Virtual Meeting at **6:00 pm** on **April 21, 2025**. Pursuant to A.R.S. 38-431.03(A)(3). PURSUANT TO A.R.S. 38-431.02, Notice given the public access to the meeting at 5:55pm. Executive Session: 38-431.03.

I. Agenda

1. Call to order at 6:02pm by JT Driscoll.

2. Roll call: JT Driscoll, John Tanner, Will Regg, Ray Tanner & Jeffrey Manley present: Confirmed quorum.

Attending: District Manager, Sara Carroll.

II. Regular Business

3. Call to Public: None present. The board agreed the item will be moved to the end of the agenda next month.

4. Approval of Meeting Minutes: The minutes were provided to the board 4/15/25. Ray requested inclusion of Well#1 item discussion in the Operator's report & correction of Mike Plogue's last name spelling. John motioned to approve the 3/20/25 minutes with the noted revisions, Ray seconded, all in favor; motion carried.

5. Accept/Deny Financial Reporting: The financial reports were provided to the board 4/15/25. Ray hadn't reviewed the reports and didn't prepare notes. Sara noted the financial reports were created with a memorized template in Quickbooks they are provided each month. They can let Sara know if there are other reports or format they would like moving forward. The new Quickbooks Online may have additional templates. Ray disagreed with program updates & equipment purchase under the District Manager's discretionary funds & spoke of resigning as board treasurer. JT would like to meet with Ray at a later date.

6. Board Report: None

7. District Manager Report: Sara reviewed her report (included below). She noted the possibility of a Budget Work Session to review and compile a Tentative Budget. There was discussion on the required Public Hearing for resident input. A Budget Work Session will be scheduled if needed. She also provided a System Update report based on the conference call with Ben Rowe and Dan Utz (included below). There was discussion on the role of the Engineer and report of Mike Plogue. Ray will provide electrician references for treatment plant. Sara spoke with Ben Rowe on 4/15/25 on the importance of rehab for treatment plant and Well 1. Potential pumping issues for the summer were discussed. A contractor should be selected that can do the camera inspection and the draw of water for testing also. The Well 2 sub-flow was discussed and can be tested along with Well 1. There may also be a tester kit in the storage. The board would like a spreadsheet for the production figures to see changes. Sara noted the Annual Water report to AZ Dept. of Water Resc. is due in June and will provide Ben with the usage info needed to complete the report. The board would like to have an item to address customer Water Restrictions for the summer. Sara inquired about the CentryLink phonenumber and any connection to a monitoring system. It may have been connected to a monitoring system. Sara will have Ben investigate the phonenumber and options for future monitoring. Ben would also like to do some maintenance on the Well 4 slab & Well 3 site clean-up. The board asked for pictures of the sites to determine the depth of maintenance needed.

8. WIFA Funds Management update: Ray reported the Changes in Scope of Work was not submitted to the WIFA board for consideration of additional funds. The remaining funds will need to be spent system equipment. The meters were purchased from Master Meters.

9. Water Treatment System update: The board reiterated the priority of this. Sara noted she didn't want to schedule contractors for Ben to work into his schedule and the board agreed Ben should schedule and coordinate contractor's on site. Sara and JT have a standing weekly meeting each Tuesday.

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10. Notices posting location update: Jeff reviewed the contact with Josh Katz at the Attorney General's office. He should be receiving info soon. The Disclosure Statement was reviewed on the website. They will wait on the info from Katz. Jeff will send the correspondence of the claim to Sara for reference also. Item tabled.

III. New Business

11. Discuss/Approve/Deny Gila County Account access, signer and authorization for administrative functions of Rim Trail DWID for board and staff: Sara noted she spoke with the Gila County Treasurer regarding access to the account. The account accrues interest on the funds and suggest it can be used for excess funds and building reserves. Ray noted he has not reconciled the account in a year. There was discussion on other savings options and the Chase contact Tina Mendoza. There will be further investigation on saving options. Item tabled.

John requested the Operators report be on the agendas. Sara reviewed instruction that the board didn't want to have separate reporting. The board agreed to have separate items and that Ben be available for the report. He had a schedule conflict for today's meeting. May 15th will be the next regular meeting as long as there is a quorum. Ray would like to have an item to discuss the Customer Water Restrictions for the summer.

Ben will be asked to provide a report showing the well production monthly.

12. Adjournment: Jeff motioned to adjourn at 7:40pm, Will seconded, all in favor; motion carried

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District Manager report: 4/21/2025

1. Billing was done on April 4th. Unfortunately, not all payments were entered so many customers showed past due. I asked customer Shirley Grady to send additional info on a check that was not included in reports. All payments were entered to reconcile Chase account for March.
2. Previous payments and other transaction will need to be entered from March.
3. I contacted Gila County Treasurer dept. regarding the process for access to that account which has about \$34K. No checks are available for the account and unknown signers. Ray receives correspondence.
4. I contacted WIFA about non-compliance status for reporting for 2024. I am receiving info and the breakdown of principal and interest to be able to compile the report.
5. The new PO Box 326 was opened in Stanfield. Dan would like another reminder sent to customers about the phone number change to Ben.
6. The new laptop was delivered and transfers have started. The cost is under the District Manager discretionary funds amount at \$350 plus 3 yr extended warranty with Hart Computer Solutions.
7. QB Online has been created and books transferred. Ray was given reports access and can be given any other access needed. Tutorials are suggested since the set-up differs from Desktop versions.
8. Chase Bill pay was set-up to pay vendors on line with Ray's approval. JT will also have access as an alternate.
9. The US Census survey will be compiled and completed once all missing transactions are entered in QB.
10. I recommend a Budget Works Session before the May meeting.

Operations Report: 4/21/25

1. Highland Water Resc., Mike Plogue will be contacted by Ben on electrician availability to check the treatment.
 2. Central AZ Pump previously did the Well 1 water depth. They confirmed no camera work was done. Ben asked the for a quote on the draw down testing, and has not heard back yet.
 3. Dan recommended Aero Drilling, now Gila Drilling for a contractor for camera work. Ben will reach out.
 4. Customer McCarver (property by river) had a leak that was fixed with installation of a new valve but is still experiencing brown water after 2-3 months. This is a reoccurring issue according to Dan.
 5. Mallar property has a bad check valve. Ben should be able to use supplies in the storage to replace if, but is customer's responsibility.
 6. Production reads: Well 2: 39,720g, Well 3: 34,470g, Well 4: 18,840g
 7. Static Water levels as of 4/19: Well 2: 25.6ft, Well 3: 45.8ft, Well 4: 84.4ft
- Ben is unfamiliar with peak demand for the summer and may need to look at prior years numbers.
8. Well 4 had to be run to maintain the reserve. There was no change in residual readings.
 9. Ben will follow-up with Paul this week to change the meters that were installed backwards.
 10. Ben was provided the MSSP reports for ADEQ to keep up on the sampling for the system.
 11. Ben would like to look into remote monitoring options for the system. I told him there is a phone line that I understood to be connected to the system and need additional info.
 12. Ben noted the Well 4 slab needs maintenance and also clean-up of Well 3 site that has been neglected and was asked to move forward.