

Rim Trail Domestic Water Improvement District
240 E. Box Elder Lane, Payson, AZ 85541 (520) 634-2396
DRAFT Regular Board Meeting Minutes: May 22, 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 held a Regular Board Meeting at **6:00 pm** on **May 22, 2025** via Remote Video meeting. Pursuant to A.R.S. 38-431.03(A)(3). Persons with disabilities needing accommodation or alternative formats should contact District 72 hrs in advance. PURSUANT TO A.R.S. 38-431.02, Notice is hereby given, the public will have access to the meeting at 5:59pm.

I. Agenda

1. Call to order by JT Driscoll at 6:00pm

2. Roll call: JT Driscoll, Chairperson, John Tanner, vice chair.

Ray Tanner, treasurer. For the record, Ray Tanner raised his hand while he was on his mute button.

Jeff Manley, parliamentarian and William Regg, Secretary present; confirmed quorum.

Staff Attendance: Ben Rowe, water operator, Sara Carroll, District manager & Harry Jones from the community.

II. Regular Business

3. Approval of Meeting Minutes: JT asked if members the board had a chance to review the meeting minutes from April meeting and any discussion needed or corrections requested? John had asked about the chart for the well production on monthly and minutes noted that it just noted a report. John sent an example to everybody and requested a graph show in comparison to date. Sara clarified Ben would be filling out that graph or template for the well production. Ben sent a production report about 10 minutes prior to the meeting. John requested the minutes be titled a draft until approved. Sara asked for clarification where to put the request for the graph. John stated it's in the new business at the bottom second to the last line. Ben will be asked to provide a report showing a well production monthly in a graph format with history. Ben asked for clarification about the graph and how far back. John noted the template he provided shows the last 6 mos. and could keep that history in that spreadsheet and that graph. JT entertained a motion from the board to accept the 4/21/25 Minutes with the addition about the board requesting a production report in graph format. Jeff, moved, William seconded, all in favor; motion carried.

4. Accept Financial Reporting: Sara clarified "accept" financial reporting means that the board have seen it, are aware of the financial situation from the reports that are gathered. Sara sent the reports last week if anyone had any questions. Ray had a question but his sound was cutting out. He logged out completely.

Sara reviewed the reports provided were the Balance sheet with a 2 Year Comparison, the Budget Overview and the Profit & Loss reports. Sara noted Ray was provided access to Quickbooks (QB) for any reports needed and the other reports were provided in advance for review or to request additional reports. JT agreed and would like to hear from Ray to just make clear what the board would like to see in future reporting. Sara noted if Ray hasn't set that up QB access she may have to walk him through that. The board is going to be talking about the Treasurer role in more detail. Ray returned to the meeting. Ray reviewed the P&L vs budget it set up in QB. Sara was asked to use all the memorized reports available for P&L vs budget and Balance sheet with a 2 Year Comparison. Ray had not set up access with the QB link. They would get a consensus on what this report financial report will look like moving forward in the sake of keeping the meeting moving forward, and the Board agreed the previous style of reporting to remain. JT noted this is not the time to change the format that was provided. Reports were provided in advance and the board had a responsibility to bring this up before the meeting to Sara. John temporarily left the meeting due to technical issues. JT entertained a motion to accept the financial reports as presented. Jeff, moved, Will seconded, John abstained, Ray opposed. 3 in favor; 1 nay; motion carried.

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5. Board Report: JT noted Ray has resigned his position as Treasurer & has spoken with him several times since the last meeting to reconfirm that that is his wish. The board will have to discuss how to move forward to fill the role. The bylaws state that no member may hold more than 1 role other than in a temporary situation. Ray clarified he has notified his intend to resign from the position of Treasure and offered to stay on through the budget process. Ray stated all officers serve at pleasure boards. He offered to resign as treasurer today or after we get the budget done. JT opened the floor for Board discussion. The board agreed Ray staying through the budget session ending June 30th would be appreciated. Ray summarized the budget process and will be discussed further in item 17.

6. Operator Report: Ben stated the well production report is now on an Excel spreadsheet but was unaware the board wanted a graph format. He reviewed his report (included below). He's been trying to keep well #4 off as much as possible and seem to have a drawdown issue. From time to time, he'll turn well #4 on a weekend basis if needed. Production and levels were reviewed. John noted figures for a comparison from January of 2025. Ben asked for historical production info available. Will noted some of those records are available in the water treatment facility. John noted a year ago well 4 was 73.1, so it's about 10 ft difference. The reservoirs are holding steady just operating mainly off of well 2 and well 3. The tanks were somewhere in the 80%. Moving forward Ben clarified in the Operator's report, just move all of the well data over into the Excel spreadsheet and then the rest of the report pertains to the water treatment plant item. JT asked the report should be sent 48 hrs. in advance.

7. District Manager Report: Sara provided her report the prior week and made a few additions today (included below). She reconciled the Gila County account for the past year which now has a \$35k+ balance. She spoke with WIFA reps regarding final payments or documentation needed. She was unable to open the final deobligation document and asked Ray or other board members, if they already have it to forward to her instead of waiting on WIFA to send it again. The WIFA loans require 2 accounts, a debt service reserve and a replacement fund in the amounts annually of \$814 each. The district has the Chase savings account and has 2 accounts with Gila County that we could use for those purposes. To be able to do annual reporting those funds have to be in an account to be able to report actually funding based on loan requirements. Ray filed the report for prior years and thought there was an exemption. Sara asked for him to provide the exemption paperwork or correspondence but pulled the info from the final WIFA documents and reverred to the title page for reference. These items were in the District Manager report to the board to determine if opening other accounts or using the current accounts. Ray is the only authorized person on all accounts and aren't otherwise accessible. Sara asked for clarification on the Winter and Summer billing timeframe and overlap. Customer Jones requested a billing adjustment based on April being billed on the Summer rates. The Board agreed April should be billed on the Winter rate. Sara will revise any accounts that were affected. There was clarification the rates are set up in El Dorado but the change is not an automatic function. Sara still had not received any mail from the old address and went to the post office in Stanfield where they confirmed everything was processed in their system. Will sent the mail that was collecting. The PO said verification that the individual submitting the paperwork is a valid entity of the district and needed to be provided. Will plans on doing another pick up and drop off and the process needs to be completed. If the contract for District Manager does not suffice, a resolution may be needed. John recalled before closeout with WIFA, to charge 10 extra meters has a backup. Sara spoke to WIFA and was told they would not accept any change orders so the funds cannot be used for the additional or well replacement meters.

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III. Old Business

8. Action item Notices posting location update: Jeff reached out last Thursday and asked Joshua Katz on the status. Katz sent a response and stated "Unfortunately, I don't have a timeline as those decisions go up our chain internally and I can't say how long each step will take. I do expect it to resolve it soon though." JT noted they did officially change posting location in the meantime, and it has been updated on the Rim Trail website and no longer the Community Board.

9. Action item WIFA Funds Management update: No further discussion.

10. Action item Water Treatment System update: Ben expressed coordinating local contractors took a little bit longer than expected, so are little behind on the scheduling for as far as wanted to be at this point. He met with Dennis from Wildwood Electric to troubleshoot the water treatment plant electrical on May 19th. The results were that all the electrical is wired properly and there's no signs of any electrical failures and we were able to verify that the river pump runs on the number 3 NEMA, which is also connected to the pump saver safety feature for. This talks to other components throughout the system. The pump was able to run and was able to get water to the water treatment plant. Unfortunately, the pump would not run in auto when tried. Auto is only when there's demand and it puts that pump to all of the intelligence components throughout the water treatment plant. Other components could be a plant control alarm, a high turbidity alarm and a high reservoir alarm. Also, the tanks may have been too full when there and tried to run it in auto. Ben found some information when going through the operations manual. On the 28th, he'll be meeting with Gila Pump to perform a 4 hr. drawdown test on well 1. Jim Bossert will go over the water treatment plant operations and controls to determine the cause for the hiccup when it was tried to run the pump in auto and see if he can point out those components and guide Ben. Ray noted Jim was the original operator of the plant after the plant upgrade for the first 4 or 5 yrs. Bossert's rate is up to \$30 per hr. for work.

Times during the summer were discussed when the Kragen water's running. That big pump can produce about 45 to 50 gpm. There's also a bypass for some of the water if need to reduce the flow into the plant. The Board thanked Ben for his work on coordination on this.

11. Action item Well 1 update: Gila Pump coming out on the 28th, and they're doing a drawdown test. Ray suggested getting a sample and test the water. He asked Ben about the water tester on site and acknowledged a little handheld unit, seems to read pH and a couple other things. There are 4 things it measures, temperature, pH, total dissolved solids, and conductivity. If it's not in working condition it can be replaced.

12. Action item Chase bank additional access, signer and authorization for administrative functions of Rim Trail DWID for board and or staff: Sara suggested the board have more than 1 person with access as a back-up. Currently, Ray is the only authorized person and would need to be updated especially if he will no longer be the treasurer. That's a signer on any of our accounts needs to be a board member and a property owner, and we shouldn't. Ray noted in the past they've had all board members, Don Ascoli, Bruce Johnson signers. Physical checks were the only way for making payments. Ray said as long as it's #1, a board member and property owner, it can be helpful to have somebody else. Ray stated the treasurer job description and bylaws say the Treasurer is Primary custodian of all funds. Ray claimed just because somebody else is a signer, even though they might be an officer, unless the treasurer says, he thinks an agreement has to be in place and that would be true with whoever betrays. JT suggested review and discussion of the job description of the Treasurer and then decide. Ray claimed converting over to QuickBooks Online version from the desktop was done without any consultation with the treasurer and that's something in his camp and he should be the one to be in charge of

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that. Sara agreed, except for the fact that the daily business isn't being done by the board nor by the Treasurer. Oversight by the Treasurer is required for all the functions when items are being outsourced. If the treasurer were performing all the banking, checking and reconciliations the daily duties and how they are done would be their direct responsibility. Sara recommended the accounts should always have a backup and not be accessible by only 1 person. She doesn't need to be a signer. All of the board members could be signers, or only officers and should be selected. JT agreed and asked Ray to proceed. Ray agreed it's good to have a secondary signer as long as that signer understands that if the Treasurer disagrees with him, then the Treasurer prevails. John wanted clarification. Expense items that have been discussed by the board and the treasurer has not always agreed, the board voted and ruled as such. JT reminded the members they're only talking about adding a backup signer and can discuss the role of treasure at another time. JT thanked Ray for making sure there's additional signers and access to that to the accounts.

13. Action item Gila County Account access, signer and authorization for administrative functions of Rim Trail DWID for board and or staff: JT noted item 13 is the same request to Ray regarding the access and signers as item 12 but for the county accounts.

IV. New Business

13. Discuss/Approve or Deny Possible action regarding District water rights: Ray stated at some point, they have to get together with Salt River Project and figure out what to do on water rights. One of the things agree to was there are property owners along the river that eventually get a water right. Nobody has a right at this point. There are claims, but none has a right to be adjudicated. Out of that 140 lots, there are about 40 of them that have the potential rights, they were in fact irrigated. On that basis, they've got a potential claimant to get water rights. Only 13 that have actually filed a claim. Ray proposed the district manager get involved and start trying to organize these people along the street and along the ditch. JT will speak with Bruce Johnson and thinks he would be very happy to assist the board in this in any way possible as well. Jeff asked if Ben if some of the communities he's working with have deals already cut with SRP like Geronimo. It'd be helpful if they were able to get a copy of whatever's been agreed to with SRP by other communities. try and make her own deal. Ray agreed knowing what others have done like Native Creek, Verde Glen, Houston, Delta Rio they've. They've Been others within the area that have a similar situation, Bonita Creek and Beaver Valley. They've never been able to find a recorded water right with Salt River Project. However, Ray feels we should be able to justify 50-60 acre ft. for residents. JT noted they can start by getting into those claims filed if possible.

14. Discuss/Approve or Deny Summer Water Restriction guidelines and effective date notice to customers: JT sent a proposed plan out to the board and shared a copy onscreen. He proposed they enact this immediately with a really big water using weekend starting tomorrow. He asked for the board's thoughts on the thresholds to put in place for the stage 1. Will noted verbiage is directly from the Town of Payson's conservation documents. The timing of the notice goes is important. Some people aren't on e-mail or they don't pay their bills electronically. Sara noted not everyone has an e-mail on the billing program. The storage dropping quickly would trigger the stages for when water supply levels are critically low or system stability is at risk. Will noted that has to be a significant drop from stage 2. There was discussion on what the surrounding systems may be doing. JT reviewed the tier numbers are loosely based on an average meter use. Restrictions are needed or may lose the ability to deliver water in extreme conditions; this is not normal operations. Will noted the whole reason for this, and the goal that's it's incredibly important to least define what the stages looks like. John stated the fact that the Kragen's not going to be running and deem the planning prudent. The stages can be

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determined when basically the board is comfortable when with appropriate tank recovery to justify moving the stages back up or down, as needed. JT entertained a motion to approve with the change of the monthly usage limit for stage 3 to be 2000 gal. John motioned to approve with the noted change, Will seconded, all in favor; motion carried. JT will send out notice via constant contact and possibly post on the community board. Ben left the meeting.

15. Discuss/Approve or Deny Bluestake Account contact updates: Sara reviewed the need for contact changes to remove Dan Utz and Don Ascoli. Herself and Ben will be added, no board members will be included. The request has to be made on letterhead and approved by the board since the current contacts are no longer with the district. JT entertained a motion then to change blue stake contact from Don to Ben. Will motioned to approve, Jeff seconded, all in favor; motion carried.

16. Discuss/Approve or Deny Late fee updates to remove 2.5% calculation or flat rate of \$5; Effective 7/1/25: JT asked Sara to describe this, but believes the regulations have two options for late fees. Sara reported late fees have not been processed for customer since 2021. The way the late fees are written in the fees schedule it says "the greater of 2.5% of the total balance due or \$5". The billing program is not set-up to process this calculation. If the board decide not to enforce late fees that up to them, but if they plan to enforce it, the billing program needs to be able to apply it. A rate hearing is not required to change late fees, only for water rates. The board discussed the difference between the 2.5% and \$5 calculation and it being a deterrent. JT noted Sara has found a lot of errors and has collected a lot of money for the district between \$3-\$4000. JT entertained a motion then to remove the 2.5% calculation from late fee to the \$5 flat fee, effective July 1st. John motioned to approve, Will seconded, all in favor; motion carried.

17. Discuss Tentative Budget 2025/2026 & set Budget Work Session & Public Hearing date and time: John noted previously Ray & District Manager prepared the proposed budget and then brought it to a budget and rate hearing with the proposed budget. They went down at item by item. And if anybody thought it needed to be increased, we increased something. Ray reviewed you can't raise the final budget totals, but you can lower the budget. They set the budget meeting and the review information to publish an abbreviated version. Sara sent a draft version to the board with items needed for clarification. Sara and Ray will do a work session. The tentative budget will be published in the Payson Roundup. Notification will be provided for the public hearing.

18. Call to Public: Harry Jones had no comment. John asked about the purchase of the 10 additional meters to include on the Budget. Also to include the cost for contracting Mr. Bossier for system work. Discussion on the well should be on the next agenda.

V. Adjournment: JT entertained a motion to adjourn at 8:08pm, Will approved, John seconded, all in favor; motion carried.

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Operator Report, Ben Rowe
Rim Trail DWID Board Meeting, May 22, 2025

*Well production report is on excel. (email attachment)

Well 4 has been off for most of May and the water table seems to stay around 83'-84' at the moment.

Water Treatment Plan Update

- Met with Dennis from Wild Wood Electric to troubleshoot WTP electrical on Monday the 19th. Results All electrical is wired properly and no signs of any electrical failures verified that the river pump runs on number 3 nema and has a pump saver for safety from loss of prime. The pump will run in hand and was able to get water to the WTP. Unfortunately, the pump would not run in "Auto" when trying to run the pump on "Auto" the pump wouldn't run very long and the pump saver would trip. There are a number of control relays connected to the "Auto" side of the pump operation that could have been the cause including: Plant control alarm, High turbidity alarm, and high reservoir alarm. The tanks might have been too full at the time for the WTP to run in "Auto". The WTP has an auto dilator to alert the operator that the plant shut down due to turbidity. In the case of high turbidity, it will also activate a control alarm timer. The river pump will also shut down on a common plant alarm which has to be physically reset. Well 2 has a call float in the reservoirs to run if the reservoirs are low.

Projects

- Meeting with Gila Pump to perform a 4 Hr drawdown test to Well 1 at 9 a.m on the 28th.
- Meeting with Jim Bossert to go over WTP Operations and controls to determine what may be the cause of the river pump unable to run in "Auto" Pending item: Reach out to vendors for filter media pricing and replacement.

Date: Total Productions

March					
	Well 1	Well 2	Well 3	Well 4	
Sounding	N/A	N/A	N/A	N/A	
Production	N/A	N/A	N/A	N/A	N/A
April 19					
Sounding	N/A	25.6'	45.8'	84.4'	
Production	N/A	39,720	34,470	18,840	93,030 Gal
May 21					
Sounding	N/A	26.2'	46.1'R	83.9'	
Production	N/A	73,500	98,770	9,930	182,200

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RTDWID District Manager Report 5/15/25

1. The Gila County Treasurer sent the bank statements from 6/2024 to current. The account has been reconciled and about \$1000 is now accounted for. The account holds over \$35,000 now. The agenda item to add and update the active account access should be approved to be able to use the account and potentially use the other inactive accounts with the county.
2. I have been in contact with WIFA regarding the delinquent reporting for both loans and am still gathering info to complete the reports with their assistance.
3. The WIFA loan requires 2 accounts, Debt Service Reserve and a Replacement Fund. The District has empty Gila County accounts that can be used for 1 or both accounts. The amount needed per year in each is \$814 until the requirements are met.
4. The mail from Payson has not been received to the new PO Box. I confirmed with the Stanfield office the request was processed. Will is going to mail directly from the Payson box. Postage reimbursement may be requested.
5. Customer Harry Jones requested the April meeting recording and was informed it had not been recorded. I recommend recordings continue for meetings as a back-up for reference.
6. The Annual report for ADWR info was resent to Ben for completion by June 1 st .
7. AZ Bluestake was contacted to update contacts. The update form was sent to the board for review. The district is receiving unnecessary updates for periods when no Bluestake have been requested. These likely costs extra vs having a basic membership which is \$25 per year. Once contact info is updated, I recommend changing membership type to a lower level.
8. The contact info and posting disclaimer have been updated on the website. I have asked Dave McKibben for access to the website also. There have been some delays in posting that could be resolved by having more than 1 person able to make updates.
9. I have reached out to Master Meter for meter sales. The Well 3 meter should be purchased with WIFA funds. The manifold will need to be replaced.
10. I will be meeting with WIFA to discuss finalizing the loan with final purchases. If funds need to be returned, an adjustment will need to be made in Quickbooks.
11. The treatment plant media filter type needs to be sent to me to get replacement cost.
12. The customer late fees have not been applied since 2021. The agenda item regarding selection of 1 type of late fee application will allow the billing program to process the fees. Additional rate changes for hearing would not be required to remove a rate, only when adding rates. An effective date would be recommended to enforce the rate moving forward. I recommend the \$5 flat fee which is common in other districts.
13. Collection from delinquent accounts is \$2880.55 from customer Ramirez and Beer so far. The El Dorado billing program offers payment options that directly connect to the account balance vs autopay from Chase bank that are only set for the minimum \$70. This option and website payment portals should be considered to help with collection processes and keeping accounts current.
14. I still recommend a Work Session for all or some of the board to meet to review Budget items and form. 24 Hr. posting notice applies.