

Rim Trail Domestic Water Improvement District Board Meeting Minutes

Date: August 29, 2024

Location: Virtual Meeting via Microsoft Teams

DRAFT (until approved at next Board Meeting)

1. The meeting was called to order at 6:08 PM by Chairman Will Regg.
2. Roll was called – Chairman Will Regg - (WR), Vice Chairman JT Driscoll (JTD), Secretary John Tanner (JT) and Parliamentarian Jeff Manly (JM) were present and a quorum was established.
Dan Utz (DU), District Water Operator, was in attendance
Public attendance included Jessee Richardson, Buddy Rice, Russell Ramirez, Harry Jones, Jay Tennison, and JoEllen.

WR addressed the board and public regarding the cyber attack on Zoom at the previous meeting. The Gila County Sheriff's office responded to the incident and provided counseling services to anyone involved. The District is now using Microsoft Teams as suggested by law enforcement.

WR publicly thanked JTD for taking more responsibility while the district has no district manager and while WR has been out of commission.

Treasurer Ray Tanner (RT) joined the meeting by phone after having technical difficulties using MS Teams.

3. Approval of minutes for board meetings on July 27. RT requested corrections be made to the Treasurer's Report contained in the minute minutes from July 27th. Corrections will be made and the minutes will be reviewed in the next District Board meeting.
4. Reports:
 - Treasurer: since we don't have a District Manager or a budget, RT reported actuals compared with the same year in 2023. Typically the report would be actual compared to the budget.
 - Sales: \$125.00 less than 2023
 - Administrative costs: \$1,781.00 less than 2023
 - Operations: \$19.96 less than 2023
 - Overall Expenses: \$1801.03 less than 2023
 - Income: \$1,675.00 more than 2023
 - Balance Sheet: \$110,996 cash (\$27,953 more than last year) – part of that cash is debt.

- Operator's Report:

Rim Trail Domestic Water Improvement District

Operator Report, Dan Utz

Rim Trail DWID Board Meeting, August 29, 2024

WATER DISTRICT ACTIVITY

1. DISTRICT ACTIVITY

1. Production

Aug 1 - Aug 26 231,317 gallons produced, Well 4, 47% of total, Well 3, 25% of total, Well 2, 28% of total

Jun 29 - Jul 31, 302,438 gallons produced.

June 1 -29, 295,484 gallons produced.

May 1-31, 257,557 gallons produced.

April 1-30 243,593 gallons produced.

March 1-30 177,138 gallons produced.

Reservoirs are at 100% capacity

2. Central AZ Pump has inspected Well 4 with a video camera, no problems were found. We ran the pump for over an hour without drawdown. We have concluded the previous production problems were from over pumping when we had leaks in December.

I have set the timer to run 20 minutes ON, 60 minutes OFF.

Currently producing about 5,200 GPD.

A new Well saver has been installed.

Projects for RTDWID

1. Treatment Plant Mike Ploughe has submitted a consulting proposal for the startup of the treatment plant.
2. We have a quote for review for replacing the 3" main under Belluzzi.

Future Projects for RTDWID

1. I met with Bryan Staley and we have a quote from N Lite N Technologies for automation of wells, allowing for automatic shut off well reservoirs are full.

RT asked for more information about DU's prior report of finding mud at 23 feet with a well-sounder. DU replied that The District does not have a sounding tube. Central AZ Pump reported that Central Arizona Pump probably put the sounder outside the casing by error. RT suggested that we get a sounding tube so that we don't have the same false report in the future. JT requested that Dan get a quote for a sounder.

5. Agenda Items

- **Update on Current Water Restriction.** WR stated that, given that our reservoirs are all full and the wells are all performing well, he believes that it is time to lift the current water restriction. WR opened it to discussion. RT stated that the peak of Summer is over and will reduce the need for excessive outdoor watering. WR motioned for the restriction to be lifted. JTD seconded the motion. WR thanked Dan for chasing down the issue with well #4 and thanked the community for helping in a troubled time for the district. JT asked DU how often he was inspecting the wells. DU responded that he inspected them 3 times per week. JM asked if there was software that could monitor the reservoirs. DU stated that SCADA systems can be simple or complex, but that they could alert him to well levels. It is very common practice to have this system and strongly suggested the Board invest in it.
A vote was held and the motion was passed unanimously.
- **Update on well #4 inspection/repairs.** DU reported in the Operator's report that he had met with, Central Arizona Pump who performed a well inspection. The inspection report showed that the well was functioning as well as ever. The most likely problem was that the well had been stressed due to extremely high water use and needed to rest. JT restated that the District should add a sounding tube
- **Review the proposal to replace infrastructure under Rim Trail & Belluzzi.** The Board reviewed the proposal from Primary Construction to replace the infrastructure under Belluzzi from Rim Trail to Box Elder. WR stated that we have had multiple leaks in this section. The quote was for

\$61,692.93. JT stated that he had spoken with Paul Wirth in length and feels strongly that we should pothole the area to find out what infrastructure exists now. Paul is available this Saturday and would do the work for a flat fee of \$2,000. JT believes that the exploratory potholes will show that the District does not need to replace all of the infrastructure included in the quote; saving the District money. JTD agreed with JT and further stated that the quote now exceeds the remaining WIFA funds and that would mean that the District either paid for the replacement directly or used the WIFA funds for other projects. JTD stated that even though we are balancing the Board's schedule, the WIFA Board's schedule and Winter, he believes that the District should proceed with the potholing first. JT asked about the District's infrastructure map showing that there is a 3-inch line that only services 2 residences. It is possible that we could feed a smaller line through the existing 3-inch line saving the District a lot more money. DU stated that he does not think the map is accurate. DU agrees that potholing the area is the right next step. Joe Brown previously told DU that he replaced a section of the infrastructure under Belluzzi between Rim Trail and Box Elder, but no one knows exactly where or how much was replaced. All 4 of the leaks have happened in the 3-inch line under Belluzzi. The galvanized lines were probably put in in 1956. RT suggested that we might be able to write off the \$2,000 as maintenance. WR instructed DU to meet with Primary Construction on Saturday to learn more about what needs to be replaced and approved the \$2,000 payment to Primary Construction. JT requested that the district send Primary Construction an email approval. JT volunteered to communicate with Primary Construction.

RT stated the need for the District to have a plan to lay out the specifications to replace all of the infrastructure in Rim Trail. He and JTD had discussed having Primary Construction create a plan. RT noted that Paul and his brother at Primary Construction are engineers. Often there are 2 companies involved – one to create the plan and the other to do the work. If we had a clear plan, the District could engage operators during slow times and save on costs.

JT told DU that there is a line under Belluzzi with a valve by the Tennison house that is not functioning. It needs to be cleared out. DU assured JT that he would make sure that it was cleared out on Saturday as it was one of the objectives of the work to be done. JT asked if anyone would know the history of the 3-inch line, maybe Harry Jones. RT suggested that we look into the cost to locate all of our lines to create a new, accurate map

- **Discussion and possible vote to utilize remaining WIFA funds.** WR asked if we had any other outstanding quotes to potentially use the WIFA funds for. DU suggested that the Board consider Enlightened Technologies quoted \$18,000 to automate all wells and reservoirs. RT stated that we have \$43,500 and change; however we have spent some of that and will spend a little more to install the remaining meters. WR stated that he thinks it would be a good step to submit the automation and meters to WIFA for the remaining funds. RT asked DU why we needed automation. The operator has always been out there 3 times per week to check all equipment. RT is concerned about becoming too reliant on automation and foregoing physical inspections.

WR noted the valid concern but stated that automation will reduce the wear and tear on our systems. RT stated that, if we overfill the tank, it is a failure on the operator. DU stated that the challenge is the big difference in demand during different parts of the week. WR motioned to submit the costs for automation for approval for a little more than \$18,000. JM asked about other options or upgrades to the automation software. DU did not know specific upgrades available but stated that the District could pay for advanced features. JTD asked the Board to make sure we had a strategy to get the infrastructure replacement project funded so that we can get started as soon as we have an updated proposal. He asked RT what would happen if we used the WIFA money on automation and meters and that there was not enough left for the infrastructure repair. RT noted that the District would have to pay out of pocket. JT stated that the infrastructure was the priority. JTD agreed. RT would also want to be more educated about the automation system before investing in it. RT also stated that we had an automated shut off in the past, but that it was abandoned for some reason. WR agreed that the infrastructure repair is the priority and withdrew his motion to use the funds on automation and meters until we receive the quote for infrastructure repairs. JTD also stated that it is a priority to spend the WIFA funds so that we can apply for future projects. JT requested that DU provide more information about the automation software so that the Board could vote on it if needed at the next meeting. DU has already shared the quote with the Board but will get more material for review. JTD stated that he thought automation was important too and that we would return to the matter soon after fixing the infrastructure.

- **Proposal for the water treatment facility.** The Board received the complete report about the water treatment plant from Mike Ploughe the day prior to the meeting and had not had time to thoroughly review it. The Board instructed DU to create a proposal that includes all aspects of the report. JT noted that the report required a lot of regular maintenance. Would this maintenance be included in the operator's responsibilities? JT puts the wtp as the #2 priority of the District. WR and JTD agreed. WR suggested that we look at each individual repair separately because they require different work. For example, we need to replace the pump and we also need to clean out the plant. He encouraged DU to get a quote for the river pickup supply first so that we can apply for WIFA funds. JT noted that Mike Ploughe is recommending that all of the work be done to make the plant functional and asked if we could get quotes from DU to do all of the work. RT noted that WIFA won't pay to maintenance on equipment that they already paid for. We need to review this carefully so that we are not in violation of the WIFA loan. WR stated that some of this work is new improvements like the pump and an iron filter. He believes the District should pay for the maintenance but submit the other costs to WIFA for review. JT asked for separate quotes for the different parts of the plan, like the iron filter and the pump separately. JT asked DU if he could and wanted to get a quote for the entire plan. DU said that he could and would create a proposal. He thinks that most of the work is upgrades not

maintenance. DU can have a quote in a couple of weeks. RT restated that the Board will expect the proposal before the next meeting.

- **Alternative water sources – ongoing discussion.** WR stated that the well-sharing agreement with Mark Pond has not moved forward. He also did some research and found out that the District owns a small piece of property on the top of WTK. He visited the site and believes it is possible that a neighbor may have put a driveway over the well. He did not see a wellhead, but the records show that it was a substantial well in the past. WR believes that we have an opportunity to either dig a well or add more storage tanks to this site. JTD asked what the next step would be for this exciting prospect. WR stated that we need to get a new survey of the property and that he would lead the effort to get the survey completed. Jay and JoEllen Tennison addressed the Board by asking why it was not pursuing the Mark Pond well since it is already connected to the District's system. WR stated that the a new well is a better solution because it would be owned by the District rather than a well share agreement with a resident. He also stated that the connection was not done with the District's approval and may not be legal. RT believes that it is connected as a service line into Mark Pond's house. There should be a check valve to keep the well water from going into the system. RT asked WR if he has had any communication with Mark Pond. WR stated that he has not been able to reach Mark Pond. Jay Tennison stated that he believes Harry Jones has been given authority to represent Mark Pond's water. JT asked about the next actionable step to get the survey completed. JM asked if the same surveyors could help the District map its infrastructure. WR noted that this would be a survey of property only. WR motioned that the District request a survey of parcel # 30204134B. JM seconded the motion. WR updated the motion to state that the cap for the survey cost is \$1,000. JT seconded the updated motion. Jay Tennison asked if the Board was aware of a very large tank on the old Fred Wolf property. No one was aware of it. Jay Tennison stated that it is available to be shared. It also includes a well. The owner is interested in making their water available to the District. The motion on the table passed unanimously. RT believes that the well that Jay Tennison mentioned was drilled by Emmerson. If it is it is almost certainly sub-flow water because it is so close to the river. RT also believes that the district should be more proactive about a well share plan with Mark Pond. He may be interested in free water. Jay Tennison agreed about the Fred Wolf well and encouraged the District to explore it further. RT believes that the Mark Pond well is a better option. JM asked RT about maps of the wells, including the old Fred Wolf well. RT will look for it and sent it to JM so that his law partner could review it. WR restated that his preference was to explore a new well that would be owned by the district. Harry Jones interrupted reminding the District that the deal with Mark Pond is still open and that he is the only point of contact. Harry demanded that the Board spend money to test the water before we entered into further discussion. He is not open to any further conversations that eat up his valuable time. Harry believes that the board does not want to deal with him. JTD assured him that he was making it a very distasteful process. WR stated that there is not a lot of appetite to work with Harry Jones. Furthermore the Board has no appetite to meet all of the demands made by Harry Jones.

Election Update. WR stated that there are 6 candidates running for 3 open Board positions. JT asked if the ballots are available and suggested that the District emails the community with instructions and deadlines. JT offered to gather this election info and provide it to JTD for communication with the residents.

- 6. Call to the Public:** Jay Tennison inquired about how much aging infrastructure existed in Rim Trail. WR referred to the earlier discussion about engaging an engineering firm to map the distribution system. Jay Tennison stated his concern about the modernization of the system to reduce the risk to the residents. He asked what he needed to do to get the infrastructure updated. WR responded that the District has serviced main tanks, replaced WTK tanks, installed new e-meters, and replaced about ¼ mile of infrastructure, and purchased well #4.
- 7. Call to the Staff and Board Members:** JT said that we need to hire a new district manager and schedule the budget rate hearing. JTD informed the Board of a request from Mark Pond to replace his booster pump. JM asked if DU distributed the thumb drives with the scanned District documents. JTD called for an executive session to discuss hiring a district manager. RT stated that Haley Stevens is no longer running billing and bookkeeping. RT suggested Dave McKibben as an option to replace Haley. Harry Jones interrupted again telling the Board that they can't have an executive session because it was not on the agenda. JTD pointed to agenda item #8 which specifically stated that we would have a possible executive session to discuss the hiring and compensation of district staff. When he further complained that the District had not provided any further explanation, JTD pointed again to the fact that it was already on the agenda. The Board members left the Teams meeting and joined a private Zoom meeting to hold the executive session.
- 8. Executive Session:** During the executive session the Board reviewed the compensation and job descriptions for all District staff. JTD agreed to review both compensation and job responsibilities, meet with DU to determine what responsibilities he would like to take as the operator and then present the proposed job description and compensation to the Board.
- 9. Schedule for next Board Meeting:** JTD suggested the next meeting be held on September 26th at 6 PM. JM and JT had conflicts. WR suggested October 3rd. That date worked for all Board Members and the date was tentatively set.
- 10. Adjournment:** JM motioned to adjourn. JTD seconded. The motion passed unanimously.