

Rim Trail Domestic Water Improvement District Board Meeting Minutes
September 8, 2023, Held via zoom.

RTDWID Approved Minutes.

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), JT Driscoll (JTD) Vice Chairman, and a quorum was established.

District Manager: Dan Utz (DU)

Public: Jesse Richardson (JR), Mike Ellis (ME) with Aquaflow.

3. Approval of Minutes of Prior Meeting on 6/22/23: JM motioned to accept minutes and JTD 2nd motion – motion passed unanimously; minutes approved.

4-1. RT reporting Treasurer's report: Based on the current P&L statement; On Total Income we are \$1,106 ahead of this time last year. Total Administrative Expenses are \$67.35 more than a year ago. RT mentioned that part of this that we had last year but not this year was a \$450 advertising expense for the Budget and Rate Hearing (BRH). We realized we were doing much more advertising than was necessary for BRH. This year because we didn't have a Rate Increase, we did not have to include that, so we had additional saving there. Total Water Operations Expense is \$900 less than a year ago. Ordinary Income year to date (and one month) is \$1,900 more than a year ago and after we add in the other miscellaneous income/expense we are \$1,945 ahead of last year. No questions on the P&L report. On the Balance Sheet, our Cash position, we are \$5,500 less in the bank than what we had last year. The bulk of that is the two storage tanks for WTK that have been sitting at RT's ranch in Star Valley until we got things organized to get tanks installed. If not for that we would be about \$6,000 ahead if it wasn't for those two tanks, we would have already reimbursed 79% of it from WIFA. No questions on P&L report.

4-2 District Manager Report: DU on District activity: DU reporting: Delayed due to technical issues, Board will advance to Item 5d.

5d. SRP – Community notes by JM and JTD. JM updated the Board on SRP agreement that the Cowan Ranch Community (CRC) made with SRP just downstream from Rim Trail. Steve George (From CRC) ran point on dealing with SRP. He will put together the actual information for that agreement and share the information with us. JTD indicated in short, CRC gave up their well and water tank to SRP to manage and they negotiated 4-acre feet of water from SRP (way more than they would ever need). Once JM obtains the exact information, he will share it with the Board. One difference in their community vs. ours, is that they did not have any agriculture water claims in their community. RT indicated that it sounded like a similar offer they made us. SRP offered that we buy so many AF of water rights from SRP at \$1,600/AF of water, in addition to that we pay a percentage of the cost to maintain the Blue Ridge Project and pipeline, and at that time and that amount was \$160/AF/Yr. They also required from us that any water we took out of our wells, we pay SRP for it. We didn't feel like that was a very good deal. We wanted them to eliminate any of the charges on the wells and just pay them for the AF of water we might use from the river. RT stated that when we acquired Well #4, we pretty well determined that it was not sub flow. On our other Wells, that is what SRP argument is that those are all sub flow from the river. Once the SRP and CRC information is available, we will include it in an agenda item and discuss it further.

Return to District Managers Report:

4-2. DU reporting on District Managers Report: 1. There was a leak at a residence in Rim Trail repaired by the owner and a leak at 192 Ranch from a faulty check valve which repaired by Carl Hardin and invoiced to the owner. Flows: Main reservoirs capacity has varied between 55% and 97% depending on rain. DU has been resting Well #2. 2. DU signed a quote with Creative Technologies (CT is parent company of Eldorado) for billing services at a cost of \$363/month. We will need to pay the first invoice before we can get started. Regarding accounting, Du has spoken to Karen Hill (a CPA and bookkeeper). She is well versed at QuickBooks and is a QB ProAdvisor and well qualified. RT asked DU what other customers (water companies) that he may have asked on how CT is doing for them, DU has not checked with other companies, but JTD interjected and in his research found them to be a valid source for billings, CT's primary business is billings for water companies. JM verified with DU that CT could track back payments and generate a monthly report. CT is in California, but they have a local tech support in Whispering Pines, AZ by the name of Steve Stevens. The contract is month to month. RT pointed out that CT should have a contract of some sort that we could review, and the Board should review it and be the ones that sign it. RT talked to CT twice and one of the things he got from them is they charge \$3.75/meter bill/month. RT indicated that one of the advantages they have over ACH at Chase is that they accept credit and debit cards. The customer pays a transaction fee (3.5%, minimum \$2.95) to use online payment and we pay a \$30 gateway fee/month in addition to the billing fee. One of the advantages of CT, we currently pay \$480 for Eldorado support, something we haven't always had to pay because Don Ascoli was familiar with Eldorado and the over the last couple of

years we have needed to use it because the people operating it needed support. CT also has a robo call follow up system that can call the customer regarding billing. One of the downsides of this system, once we are on the Cloud version, and want to go back for any reason because they are not doing a good job, etc. We can't go backwards with them. RT is not completely against using them, but he wouldn't suggest moving forward with them unless we had references from other customers (Water Companies) of theirs. Per WR, per his recollection according to our management agreement it would be at discretion of District Manager (DM) if he chose to contract this portion of billing. RT pointed out that the DM can't sign a legally binding contract to the district, that is up to the board to approve and authorize. Furthermore, we need to notify its customers that this change is coming about, and customers will need to get signed into their program. We will take this up further on Agenda item 5b. Continuing with DM report on Well levels effective 9/8/23. Well #2 is at 22' – unchanged, Well #3 is at 47'-1" – down 1', Well #4 is at 74'3" – down 1'-3". Well #2 is being rested. RE: Projects; 1. The WTK Tank replacement, Primary will be mobilizing on 9/19 with and it should be completed by 9/25/23. Primary will be setting up a temporary tank on Mark Ponds property while they install the new tanks. 2. WIFA AMR/AMI Purchase: Mike Ellis (ME) joined the meeting on behalf of Aquaflow Solutions (AFS) to answer any questions from the Board regarding Master Meters (MM). Mike confirmed the following: the 3G System has a full 10-year warranty and after 10 years it is a prorated warranty for up to 20 years. There is a full 10-year warranty on the register device, which is the upper section of the water meter WM. On the lower portion of the WM, which is the mechanical portion – AFS warrants that for 2.5 million gallons on regular accuracy. Just guarantee that the meter is reading correctly. The mobile drive-by equipment has a one-year warranty, and the Panasonic Model 55 laptop has its own warranty that is one year. The WM registers are carried in stock at AFS and they are relatively easy to replace without removing the meter. The WM can be read through a metal lid, if WM is 4 boxes deep sometimes an adjustment has to be made. The meter does not have to spin to charge the battery and they are lifetime batteries; they should last at least 20 years. After 3 million gallons read, the accuracy will begin to falter. There is a delay in obtaining water meter risers (which will be needed for the 3 or 4 box deep meters – 20 to 40 weeks out). Alternately we could make risers for the 4 box deep meters. ME will double check on riser availability. RT asked MT if AFS software could be loaded on almost any laptop? ME says it could be loaded on our laptop if we obtained could obtain a second license, but he recommends you get the whole package. Could be loaded on a tablet but may not have the same features. DU If we bought last year's version of Panasonic tough book, could we save some money and still get the current features? ME recommended getting the latest technology. We still need to get the installation cost and DU spoke with Anthony Lonzona from Buckeye and reviewed our system with him, he is preparing a quote along with Wrangler. Paul Wirth of Primary is going to update his quote as well. DU would prefer someone local like Primary or Wrangler that would be easier on any later repairs. Per ME, there is no current supply chain issue, and the supplier is from Mansfield, Texas. It will read through water rated up to 6" well if it is not more than 2 boxes deep. It handles grit or sand well; it is a multi-jet with a spoon, so it must be a good size to cause any problems clogging. RT asked what the range on the meter reading, ME said it is up to 2,600' and the meter reading you get on laptop is differentiated by the meter number. RT confirmed that according to ME it will work in our Rim Trail area regardless of the lack of internet connection. ME has water meters in Pine and Strawberry to demonstrate if we would like or come to Phoenix and he could do a drive by meter reading with us. There was a motion made by JM and seconded by JTD to approve the MM to fulfill the electronic upgrade of the meters for the District. JT committed that we should wait and approve the package including install and meter purchase at the same time. After discussion the motion was tabled until the remaining install quotes are in. Regarding the install of necessary check valves and owner valves, once we award contract for meter install, we will give the owners needing the check valve and valve an opportunity to make their own arrangements with acting install contractor and owners can strike a deal directly with contractor. WR released ME and the board thanked him for making time to join us. DU will verify just how many and which Lot needs the additional valve and check valve. DU will have that information at next Board meeting. JT motioned to end this portion of the meeting and begin the Budget Rate Hearing; RT seconded the meeting. We will convene with BR Hearing at 8:06 PM.

5-1 Meeting for Budget Rate Hearing: The Rate and Fees (unchanged) and the Proposed Budget was posted on Bulletin Board and Website, customers notified of B/R Hearing on Constant Contact. DU reviewed rates and fees and indicated there were no changes to the Rates. There were no questions on rates. The Board reviewed the Budget next, and DU indicated there were very few changes. The Budget was posted on our website. After pointing out a few changes, DU summarized the proposed Budget: Total Income \$84,200, Total Expenses \$96,283, Cash at Beginning of Period \$84,076, and Cash at End of Period \$13,837.

5-2. After discussion on the budget, rates and fees and no further questions from the Board or the public, JT motioned to adjourn B/R Hearing and JM 2nd the motion and motion carried.

5a. WR opened and reconvened the regular meeting at approximately 8:33 PM. WR asked for a motion on approval of the Rate fees (Not Change) and the new Budget. JT motioned to approve the new Rate and Fee Schedule and the Proposed Budget for fiscal year 2023 to 2024, JM 2nd the motion, motion passed unanimously.

5b. Bookkeeping, Billing, Move to QuickBooks cloud: After discussion at regarding using Creative Technologies (CT) for billing WR summarized and motioned to approve contract with Creative Technologies for billing pending JM and RT approval of CT contract, JM 2nd the motion. Motion passes. After discussion on bookkeeping/accounting being done by Karen Hill (KH), WR made a motion that after review of the contract with KH is approved by JM, RT and JT, we will move forward with using KH for billing and accounting, JM 2nd the motion. Motion passed. DU to send KH contract/agreement to JM, RT and the Board for final approval. After discussion on QuickBooks cloud it was decided that we will continue using QuickBooks 2018 and not go to the cloud.

5c. WTK Tank project update: This was covered in the District Managers report and the new tank installation will begin with Primary mobilizing on 9/19 and will be completed by 9/25/23. There were a few follow up questions that DU will get back to Primary on regarding location of tank pickup and some help loading them.

5d. SRP – Community notes – See notes on 5d above which were covered earlier in the meeting.

5e. Electronic Meter project update and possible action: WR referred to the District Managers Report earlier and the comments and answers received to questions from Mike Ellis of Aquaflow. JT volunteered to get with ME and DU to do a drive by demonstration, JT will make arrangements on timing with ME and DU. It was decided to table approval of approving purchase MM until we can package it with the install. A date for that meeting was set for 9/21.

5f. Schedule and confirm next meeting date, time and place: Next meeting will be a special session on 9/21 at 6:00 PM via zoom.

6. Call to the public: None from JR.

7. Call to Staff and Board for non-agenda items, updates, and recommendations for future meetings: For next meeting on 9/21/23 the items on Agenda;

a. Review and approve MM installation contract and approval of MM purchase. Final MM install quotes to be distributed to board prior to meeting on 9/21.

b. Review pending final approval of Creative Technology contract and quote for billings. Approval pending contract approval from JM and RT. DU to send CT contract to JM and RT and entire board.

c. Review pending final approval of Bookkeeping agreement with Karen Hill (KH). Approval pending JM, RT and JT prior review. DU to send copy of KH agreement to JM, RT and entire board.

8. Possible Executive Session: None

9. Schedule for next Board Meeting: WR to send notice of next special session meeting for 9/21, a November meeting will be scheduled at this meeting.

10. Adjournment: Meeting motion to adjourn by JM and JTD 2nd motion. The meeting adjourned at 8:22 PM.

Respectfully Submitted

John Tanner

Secretary