

# DRAFT – Meeting Minutes February 5, 2026

The document is a transcript and summary of the Rim Trail Water Improvement District (RTDWID) board meeting held on February 5, 2026. The meeting lasted approximately 2 hours and 18 minutes and covered various operational, financial, and infrastructure topics related to the water district.

## Meeting Opening and Attendance

The meeting was called to order at 6:10 PM by JT Driscoll with roll call confirming quorum including John Tanner (Vice President), Ray Tanner (Treasurer), Will Regg (Secretary), Jeff Manley (Parliamentarian), and Cheryl Ibbotson (District Manager).

## Approval of Meeting Minutes

The board asked for updates to the meeting minutes for December 18, 2025. Updates will be posted to the district website and will be reviewed at our next meeting.

## Treasurer's Report

Ray Tanner presented the financial report noting gross sales slightly over budget and expenses including administrative and water operations costs. The district's cash on hand was approximately \$125,214. Ray also discussed delinquent accounts and the need for a clear past due policy, including door tagging, collection calls, and potential water shutoffs. It was agreed that the district manager would work on a written policy for the board's approval, and monthly reports would include a list of past due accounts over 90 days .

## Operator's Report

Ben (water operator) reported no formal written report yet but provided updates on key operational issues. Notably, the water treatment plant received ADEQ approval to start operating without preliminary procedures, aside from monitoring chlorine levels and turbidity. Ben plans to adjust the flow rate to reduce turbidity spikes. There was discussion of a booster pump in Well #3 that has not been tested, and plans to rehabilitate Well #1 by replacing a smaller upper casing section to allow maintenance tools access. Three quotes were reviewed for this work: \$908 for casing replacement, \$698 for brushing and surging,

and \$2013 for acid wash and disinfection. The board approved an additional \$2000 to complete the casing extension and related work, with oversight by Ray Tanner .

Static well levels were also shared, showing improvements compared to previous months, indicating positive groundwater conditions.

## District Manager's Report

Cheryl Ibbotson had no additional updates beyond those covered in the Treasurer's report and financial discussions, noting ongoing collaboration with Ray Tanner to finalize details.

## Old Business

### Water Treatment Plant Revitalization

The board discussed the upcoming requirement for a Grade 3 operator for the water treatment plant due to ADEQ reclassification triggered by surface water treatment components. Ben has not received official reclassification but anticipates it soon. The board discussed the operational controls that automatically shut down the plant if parameters are out of range, questioning the need for continuous onsite operator presence. Ben will gather documentation and consult with a compliance coordinator and an external expert, Mike Plough, to explore options including possible appeals or hardship requests. The plant is expected to come online soon, which will alleviate pressure on the wells .

### Well #1 Rehabilitation

The board reviewed the plan to replace the smaller upper casing section of Well #1, allowing for proper cleaning and maintenance. The three-step process includes casing replacement, brushing/surging, and acid wash if needed. The board approved up to \$4000 total for this work, including \$2000 previously approved and an additional \$2000 approved during the meeting. The board emphasized the importance of tracking contractor hours and approved pre-authorization of 14 additional hours for water treatment plant work and 20 hours for Well #1 rehabilitation, inclusive of hours already worked but not yet paid .

## Infrastructure Replacement Planning

John Tanner presented preliminary infrastructure replacement priorities developed with Paul Worth. The plan needs refinement by incorporating historical leak and repair data and

mapping priorities to specific sections of the distribution system. The board discussed locating and digitizing old repair maps maintained by the late Don, aiming to store documents in cloud storage for easy access. This proactive planning marks a positive step toward system maintenance.

## WIFA Loan Closure

The board discussed the status of closing out the Water Infrastructure Finance Authority (WIFA) loan. Cheryl Ibbotson is working on reconciling records and obtaining necessary documentation to finalize closure. This will be an agenda item for the next meeting.

## Other Old Business

Ray Tanner raised an unresolved issue regarding reimbursement requests from a customer, Mark Pond, for two pumps. The district had reimbursed one pump but not the second, emphasizing that the district should provide pumps to ensure proper installation and longevity. JT Driscoll agreed to follow up with Mark to discuss a proposed solution and arrange a meeting.

## Public Comment and Meeting Adjournment

No comments. The meeting was adjourned at 7:48 PM .

## Appendix A – Motions and Voting Outcomes

### RTDWID Board Meeting – February 5, 2026

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#### Motion 1 – Funding for Well #1 Work (Additional \$2,000)

##### **Description:**

Allocate *an additional \$2,000* for repairs and improvements to Well #1, including replacing the upper casing and performing brushing/surging, with authorization for Ray and Ben to determine next steps based on onsite conditions.

**Motion Made By:** John Tanner

**Seconded By:** William Regg (confirmed later after unmuting)

**Vote:**

Unanimous approval (All Board Members: Aye)

**Outcome:**

**Motion Passed**

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### **Motion 2 – Authorization of Additional Operator Hours**

**Description:**

Authorize **14 hours** for Water Treatment Plant work (including clearing the outstanding 4 unpaid hours) and **20 hours** for Well #1 development work (casing extension, scrubbing, and potential acid wash).

**Motion Made By:** John Tanner

**Seconded By:** Jeff Manley

**Vote:**

Unanimous approval (All Board Members: Aye)

**Outcome:**

**Motion Passed**

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### **Motion 3 – Motion to Adjourn**

**Description:**

Motion to adjourn the meeting at 7:48 PM.

**Motion Made By:** John Tanner

**Seconded By:** Jeff Manley

**Vote:**

Unanimous approval (All Board Members: Aye)

**Outcome:**

**Motion Passed**