

MARICOPA CONSOLIDATED DOMESTIC WATER IMPROVEMENT DISTRICT

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Board of Directors Regular Meeting Minutes November 18, 2024

PURSUANT TO A.R.S. 38-431; Notice is hereby given to the public that the Maricopa Consolidated Domestic Water Improvement District held a Regular meeting on **November 18, 2024, at 4:00 p.m. at 45290 W. Garvey Ave., Maricopa, AZ.** PURSUANT TO A.R.S. 38-431.02, Notice is hereby given that the public had physical access to the meeting room at 3:45 pm. The following is a list of items that may or may not have been discussed at the meeting. Action or decisions may or may not be taken on any or all items. Board members were able to attend via phone or live media option if available. The Board was able to call an Executive session for the purpose of obtaining legal advice from their Attorney(s) & concerning any of the agenda items pursuant to A.R.S. 38-431.03(A)(3).

I. Agenda

- Call meeting to order at 4:00 p.m. by Chris Giles
- Roll call: Penny Brennan (by phone), Chad Molyneaux, Chris Giles, Lucia Rodriguez, Debbie Chitwood, William (Bill) Collings, Matthew Williford, Gloria Landa.
- **Approve/Deny:** Board approved meeting minutes for 10/14/24, Regular Meeting Minutes. Lucy motioned, Chris seconded, all in favor: motion carried. Penny mentioned she never got the minutes to review. Gloria responded and informed her they were emailed to her prior to the meeting.
- Call to the public: James and Dan

II. Regular Business:

1. Financial Report: Office Manager, Gloria Landa provided financials for the board to review. Gloria mentioned that this was also forwarded via email to Penny. The board had no questions.
2. Office Manager Report: Item #A: If any board members or customers need assistance with online portal, they can call the office or billing company. Penny mentioned that the due date is still changing, and some customers have complained. Gloria responded and informed her that there are minor delays coming from the meter read system and or other third parties working on replacing meters. Initially when the billing transition began, there were delays due to the switch between the old system to new billing system. The goal is to make sure that this is no longer an issue, and the due date should remain the same each month, going forward. Item B: Gloria added that when working on payroll, she discovered that there was a request coming from the office manager email to the payroll company (Paychex), requesting to add a contracted employee with an address out of California. This event confirmed that our office email was hacked, and the cyber investigation began, currently being conducted by our insurance company. Our office also received notice from Pinal County Treasurer's Office, notifying us of several attempts to cash fraudulent checks coming from our Pinal County bank account. There were also notices coming from third parties from 2 different states, Florida and Colorado, letting us know that they received checks from our office and had no clue why. Due to our email address being locked by an unknown party, the investigation has been ongoing and still not complete. Penny asked, is this all at Wells Fargo? Gloria responded that the bank account in question is our Wells Fargo account with Pinal County. Item C. Chris added that he was the one that was emailed directly, and he forwarded the information to Gloria. Penny interrupted and asked if the county checks were counted by Gloria and former manager Sara. Gloria responded and informed Penny that we are past the subject that involved the county checks. Gloria asked Penny to please stay on subject because going back and forth between subjects made it very difficult when transcribing the recorded minutes. Chris informed Penny that Item C, involving the former office assistant, a letter of demand had nothing to do with the county check subject on item B, Office Manager report. Penny answered and said OK. Chad asked if since this subject has been spoken of previously, we should go into Executive Session. Bill mentioned that

this subject should not be discussed amongst each other when not in executive session. Chris called for the Executive Session to begin at 4:14 p.m

3. Engineer Report: District Engineer, William (Bill) Collings provided report for board to review. Item # 7: Bill asked that the district keep eyes open Edwards and David Street and take a picture along with documentation of anyone tampering with the valves. Chris asked “Does the city have documents indicate that requirement of the city valve tested? Matt responded, “yes they do”. Chris stated that this is enough proof that they have been tampering with the system without authorization. Bill answered that it is not enough to pursue any legal action. Lucy asked where we were at with making sure that our hydrants are visible to others. How do we identify them? Bill responded and suggested we paint the hydrants a different color so that they are easier to identify. Matt responded and informed that he did not agree with having to paint hydrants so that the city can identify what system is theirs. Matt added that this is the city’s responsibility to be aware of what belongs to them and if they continue messing with our system, then legal action should be taken. Bill responded and stated that we have to get a picture as evidence to support our allegations. Bill added that the request for service from Truelieve Dispensary opening soon is part of Global Water. This location is located on the corner of 347/Honeycutt. Bill will make sure they are aware that they belong to Global Water. Bill: Spoke to Attorney Steve Cooper about the well communication interruptions. Chris asked, “What is going on? Matt: Our wells communicate through CB frequency, we had a cop that was sitting near the well behind the fire department for 5 hours. There seemed to be some sort of frequency interruption. I had to clean the probes and turn on wells manually several times because of this. Chad, what were they saying? Matt: I don’t know, codes, I think. Bill: Who knows what is happening, but I don’t think that it’s something being done purposely. Debbie: I see them all the time, by the well by the fire station. Matt: The road is closed now so I don’t know why there are cops there. No additional questions.
4. Field Operations Manager Report: Field Ops. Mgr. Matthew Williford provided a report for the board to review. Item #2: Ordered by Papago Buttes Domestic Water Improvement District. Item 15: Matt: Bill, in the future we should disconnect. Bill: The issue would be if someone requested to connect service, then we would have to go through the connection process again. Chad: Matt, do you know when the meter change out will take place at the Coffee Shop on Taft Avenue? Matt: He will find out and let him know 24 hours in advance. No additional questions.

III. Old Business

1. Discuss/Approve/Deny: FY 2024 Financial Statements Audit. The board discussed the need for a financial audit and went over the recent changes to the district audits and financial reviews. Bill: A bill update was passed on 9/13/24, and we are not required to undergo an audit until next fiscal year since we did not have enough time to enter the audit costs into our annual budget. Gloria: I need the board to come to a decision since auditors are requesting a response soon. Penny: were we required to last year? Chris: no, it was voluntary and we will not do one now since it is not required until next year. Bill: Cost associated with the audits has significantly gone up. Henry Ford is now Baker Tilly. Gloria: We do need to do a year-end financial statement and our CPA’s can assist with that. Lucy: The position of Office Assistant. Are we looking for a replaement? Gloria: Suggests that AZ Utility handle any additional tasks associated with what the former office assistant handled. AZ Utility holds their own liability, so in the event we have push back from any government entity, they are able to respond to the request. Chris: Asked for AZ Utility’s Certificate of Insurance. Gloria: Will request it and follow up with the board when available. Penny: It took so much for them to do the billing, maybe we should make sure that they can do the billing first and then add additional work. Gloria: We have successfully transitioned to our new billing software and the delays caused during the transition are normal. Since we are past this point, I suggest that we allow AZ Utility to further assist with the rest of our tasks. Chris: agreed with Gloria’s statement. Chris motioned to approve the decline to conduct FY 2024 Financial Statements Audit, since it is not required currently. The district will conduct one for the next fiscal year. Lucy seconded, all in favor; motion carried.

IV. Executive Session – Started at 4:14 p.m. – ended at 4:22 p.m.

VI. Adjournment: at 4:53 p.m. Chris motioned, Chad seconded, all in favor: motion carried.

A copy of the background material can be provided to Board Members (except for material relating to possible executive sessions) and is available for public inspection in the District Administration Office. If any disabled person needs any type of accommodation, please notify the District Administration at (520) 568-2239, prior to the scheduled meeting.

Reviewed by _____ **Date:** _____