

MARICOPA CONSOLIDATED DOMESTIC WATER IMPROVEMENT DISTRICT

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Board of Directors Regular Meeting Minutes December 9, 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 **December 9, 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 (absent), Chad Molyneaux, Chris Giles, Lucia Rodriguez, Debbie Chitwood, William (Bill) Collings, Matthew Williford, Gloria Landa.
- **Approve/Deny:** Board approved meeting minutes for 11/18/24, Regular Meeting Minutes. Lucy motioned, Chris seconded, all in favor: motion carried.
- Call to the public: None

II. Regular Business:

1. Financial Report: Office Manager, Gloria Landa provided financials for the board to review. Regarding checks, the largest payment going out this month is to ADEQ. The board had no questions.
2. Office Manager Report: Item #A: Gloria received notice from the cybersecurity investigators, confirming that there was no evidence of successful fraud/breach found due to the security settings that were initially placed when the email address was created more than 10 years ago. This made it difficult for the investigators to pull any available reports if any. Gloria added that the next step is to work with this cyber team to create a more secure email address for our district as a government entity. Gloria will keep the mdwid85239@hotmail.com address as the main email to the district, since customers are used to this email. 2 step authentication measures are currently in place and the district will continue using these new security measures to keep our confidential information safe. Chris: The 1099 employee that Paychex received to add to payroll, was there a name on that? Gloria: Yes, it was a female who has a Hispanic last name. Gloria added that both Pinal County and Paychex did a great job in keeping us notified and preventing any payment from going out, without proper authorization. The insurance deductible was \$1,000.00 and the rest of the services are covered by our insurance carrier. Item B: Lucy: Are the third-party contractors that we hired to replace meters, going out there to fix any leaks, etc? Bill: Yes, they are going out to fix any leaks or damage, so that Matt does not have to go out there. They are aware of the additional fees that will be imposed if this continues. Bill added that they are 2/3rds of the way through with the meter replacements and looking for another contractor now would not be a good idea. The contractors have also noted that some meters are leaking on their own, accounting for any additional water losses. Chris: How is any of this water loss being accounted for? Matt: Luckily since these are Metron meters we can go back and see when the leak started and bill the customer correctly. Item C; Approval to close office from 12/23/24 to 1/3/25- will be discussed on new business items.
3. Engineer Report: District Engineer, William (Bill) Collings provided report for board to review. Item 1: Bill added: ADEQ is going to look to see whether they can request funds from the government, to cover the nitrate system and evaporation ponds. Transmission line from well 2 to well 1 site. Bill: Over the course of several years, we may need to cover some of these funds. Chris: This pond does it evaporate? Bill: HCPV lining system (plastic wire) is a polyester that is not affected by UV radiation. Good for 25 years but has to

go through the approval process. Chris: How long have they been doing this? Bill: for 12 years. Chad: How large are these ponds? Why can't we construct them ourselves? Bill: We are looking to get grant approval from ADEQ. Chad: Will volunteer to fix this if there is absolutely no funding available. Chris: Is the city involved in any of this? Bill: No, it is in our district. No additional questions.

4. Field Operations Manager Report: Field Ops. Mgr. Matthew Williford provided a report for the board to review. Item 3: Matt added that liability falls on third party contractors. Chris: Isn't it in their contract if there is something needing fixing on their work is their job? Bill: Yes, they are aware of the terms of the contract. Item 6: Matt: One of the employees called and attempted to bribe me into completing his job related to the replacement of meters. Item 7: Chris: We had district members without water all weekend? This is not good at all! Matt: Yes, I agree. Chris: How could that have been prevented? Matt: I don't understand how you can replace the meter and do not check to see if there are leaks. Bill: They are aware that they must go back to check and make sure that there are no more leaks. Chris: Are they doing that? Bill: They might not be, but they are aware that they should be doing this, according to the terms that they agreed to. Matt: They are also working on relacing these meters over the weekend. Bill: Their terms do not specify that they cannot work on weekends; however, they do not work on holidays. No additional questions.

III. New Business

1. Discuss/Approve/Deny: Approval to close office from 12/23/24-1/3/25. Gloria: The request for this approval is due to all field and office employees not taking any vacation time off this year, since we have had extensive staffing and billing changes all of 2024. The office plans to come in daily to process all cash and check payments. Lucy: How come you need Jocelyn to come in daily? I just want you and Jocelyn to be able to take your time off and not have to come into the office at all. Gloria: I will speak with our billing company and will request office staff to come into the office once a week, on Fridays to process cash and check payments. Chris motioned to approve, Lucy seconded, all in favor; motioned carried.
2. Discuss/Approve/Deny: Employee Christmas Bonus Chris: This is approved within annual budget – Chad: Increase to \$600, since we have less employees? To cover taxes? Chad: We are down 2 employees, so we are within budget. Lucy: You kind of want it on a separate check if they can. Bill: Part-time employees should not get holidays or bonuses. Gloria: Will reach out to payroll company and provide \$600 bonus per employee, (minus part time), request to be added to upcoming payroll. Chris motioned to approve, Lucy seconded, all in favor; motion carried.

IV. Executive Session – Did not take place.

VI. Adjournment: at 4:35 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:
