

Papago Butte Domestic Water Improvement District
Site Office: 49578 W. Papago Rd., PO Box 630, Maricopa AZ 85139
520-568-2239, Email: mdwid85239@hotmail.com

Regular Meeting Minutes
August 13, 2024

PURSUANT TO A.R.S. 38-431, Notice was given to the public that the (PBDWID), Papago Butte Domestic Water Improvement District Board held a Regular Meeting on **August 13, 2024**, at **49578 W. Papago Rd**, Maricopa, AZ at **5:30p.m.** PURSUANT TO A.R.S. 38-431.02, Notice is hereby given, that the public will have physical access to the meeting room at 5:25p.m. Pursuant to A.R.S. 38-431.03(A)(3) The Board may go to Executive Session for purposes of obtaining legal advice from their Attorney(s) on any of the agenda items.

I. Agenda

- A. Call to order at 5:35 p.m. by Jane Mead
- B. Roll Call: Jane Mead, Lois Blakesley (via phone), Larry Hart (arrived at 5:47 p.m.), Matthew Williford (Field Ops Manager) and William (Bill) Collings (District Engineer), Gloria Landa-Estrada (Office Manager).
- C. Approve Board Minutes: Board **approved** the July 9, 2024, minutes. Jane made a motion to approve, Lois seconded, all in favor; motion carried.
- D. Call to Public: None

II. Regular Business Before the Board:

1. **Before Bill - Financial Report (skipped til Larry gets here):** The Board reviewed the financial reports, and the office manager informed the board that the payment of Rural Development of \$205,510.00 was received PACE engineering and Hyland West will be taken care of. Bill informed that sometimes when funds are received, they make take longer than 7-10 business days. Lois asked about the construction account and why there are only \$100.00? Gloria responded that this account was created for Rural Development to deposit their funds. The funds that were just received are not reflected. Maricopa Payment invoice to Papago, included a payment that was made using a cc from Maricopa, to cover a payment to ADEQ, to file extension for nitrate system. Adding to invoice for reimbursement. Larry informed he was good with the financial report and had no questions.
2. **Manager Report:** Office Mgr. Gloria provided the manager's report for the board to review. Item A: Lois mentioned that the transition to the new billing system has been slow. Gloria responded that it has unfortunately been a lengthy process due to other business partner's delays and miscommunication, being out of the control of the district. Gloria assured Lois that there are no risks of late charges or disconnections due to this change. Lois informed that she did notice on the financials that there are late charges shown on the report and Lois would not want that to fall back on the district. Gloria assured Lois that that is not the case and that the fees sitting there should be previous fees and not current ones. Lois asked if the statements would be late again this coming billing cycle. Gloria responded and informed that they will not be late as we are reading the meter reads tomorrow 8/14/24, for billing to go out on time. No later than mid-next week is when the billing company will email and mail out the statements. Customers can also reach out to the billing company directly for any billing questions. Lois asked for clarification as to when bills are due to make sure that customers are aware of when they are at risk of a late charge on their account. Gloria informed her that the cycle remains the same as before. Lois asked if we receive our statement on the 15th, do we have until the end of the month to complete the payment? Gloria answered that was correct. Lois stated that if we keep that in perspective, we all understand that these transitions take time, especially with system related issues. Gloria thanked Lois for being understanding. Jane informed Lois that she now has a new meter. Matt responded and informed that he replaced the meter today, 8/13/24. Bill added that the new statement may or may not read higher since these new meters read accurately, unlike the old ones. Item B: Lois states that she is aware that

the current old meters in the district are not reading accurately. Lois states that she will encourage districts members to attend the board meeting if they have any concerns about the new meter replacements. Lois informed that she will be watching her new statement to see if there is a difference, since her meter was one of the ones on the list of recent meters already replaced. Item C: Gloria will continue to make the board aware of any upcoming pending reporting.

3. **Field Office Manager Report:** Field Ops. Mgr. Matthew Williford provided a report for the board to review. Lois asked if we could get rid of the Val Vista/White hydrant. Bill informed that the hydrant is district property and was previously used by irrigation. The tank was then transferred to the Thunderbird irrigation system. Bill asked, do we scrap it? Lois asked, "can we get rid of it? Matt answered yes, we can get rid of it. Matt added that he will scrap the metal that he can and trash the rest. Larry clarified that we sold the tank to another irrigation system.
4. **Engineer Report – after Matt:** District Engineer, William Collings provided report for board to review. Item A, 1: Bill added this will be a 3–4-week process. Lois asked if it was a good thing that the valves were found. Bill informed yes and that Ranches of Maricopa was not aware. Bill also advised that there is a slight deduct to the construction amount of \$257 dollars to the exchange order, which is part of item # 1 of this meeting's New Business agenda. Item B: Bill also mentioned that we did water samples of both systems and based off of the testing it was identified that their water is hard due to discoloration of the water. Item #: 2, Bill advised the board to be ready to obtain the funds for this project since this will cost more than Rural Development can fund. Lois expressed dissatisfaction with Bill's response. Bill responded that the response he received from RD is that we should be thankful we received any grant. Steve Cooper drafted a quick claim deed for The Ranches of Maricopa system to us, after approval of construction of ADEQ. Larry asked if we are we going to acquire their well? Bill responded no we are no; it is part of the pre-annexation agreement. After looking at well site, it seems it is better we do not take their site. Lois asked, would it cost us more money if we kept up with it. Bill responded, yes. Jane asked if they would obtain their domestic water from us. Bill responded, yes. Lois asked if we could continue to look for more grants. Bill responded, yes.

III. Executive Session: Executive Session did not take place.

IV. New Business

1. Discuss/**Approve**/Deny: Hylan West Change Order Request No. 1 in the deductive amount of \$252.78. Larry motioned to approve, Jane seconded, all in favor; motion carried.
2. Discuss/**Approve**/Deny: Hylan West Payment Application No. 2 in the amount of \$51,824.10 for work performed to date on the Val Vista Water Main Extension. Jane motioned to approve, Larry seconded, all in favor; motion carried.
3. Discuss/**Approve**/Deny: Pace Engineering Invoice No. 8907 in the amount of \$34,992.00 for Val Vista Water Main Extension Construction Inspection and Administration. Larry motioned to approve, Jane seconded, all in favor; motion carried.
4. Discuss/**Approve**/Deny: Pace Engineering Invoice No. 8908 in the amount of \$ 1,264.75 for Nitrate Treatment System Re-Bid Administration. Larry motioned to approve, Jane seconded, all in favor; motion carried.

V. Old Business

1. Discuss/Approve/Deny: AZ Special Districts Alliance Membership. Jane motioned to approve; Larry seconded; all in favor; motion carried.

VI. Adjournment: Adjournment at 6:12 p.m. Jane motioned, Larry seconded, all in favor; motioned carried.

Reviewed by _____ **Date:** _____

