

Draft Minutes for Tuesday, June 15, 2021

Notice and agenda for regular meeting of the Ponderosa Park Domestic Water Improvement District

Pursuant to A.R.S. 38-431.01, 38-431.09, 38-431.02(H) This meeting is open to the public and the following topics and variables will be subject to board consideration/discussion/approval or other action. The meeting will be held at 4619 South Deer Trail, Ponderosa Park, Prescott AZ. Persons with a disability may request reasonable accommodations by calling 928-778-6869. Copies of the agenda can be obtained and printed from Southwest Utility Management website. The board supports the CDC, state of AZ and Yavapai County guidelines for COVID-19 pandemic, please protect yourself as necessary.

Southwest Utilities Management (SUM), will no longer provide call in service, adopted due to COVID-19 pandemic.

SUM management, one or all may be called upon to answer questions for the board meeting: Veronica Wene, Stuart Mclean, Cindy Ward, Lacey Merritt, Dorinda Chacon.

Audit & Accounting Solutions, LLC: Stephen Crandall or John Sullivan one or all may be called upon to answer questions for the board meeting.

Agenda

Call to order at 6:00 pm

Phone in service is no longer available, everyone is welcome and encouraged to attend in person.

Roll Call

Robert (Bob) McBurnie present, Derek Rice, PhD present on the phone, A J Adamkiewicz present, Jackie Wheeler present

Approval of May 18 ,2021 minutes

Discussion/explanation/corrections: none

- **Vote:** Robert (Bob) McBurnie yes, Derek Rice, PhD yes (on the phone), A J Adamkiewicz yes, Jackie Wheeler yes.
- The vote passed unanimously.

Budget Update- discussion by all

- New rates will be implemented July 1, 2021. Called Dorinda at SUM if they are ready to change and also a call to Cindy Ward, SUM, no calls have been returned from SUM staff.
- Discussion about SUM invoice for 0 billing invoices, Stuart will follow up expect double billing next month.
- Charges for stand pipe at community picnic area project finished.

Bank update- discussion by all

- Foothills, staff is in training and will call, follow up for Jackie
- Chase and Yavapai County accounts all changes are done.

Insurance Update- discussion by all

- House Chilton are still current. Policy and bills are going to SUM. Copies mailed to Jackie. Property casualty on all the wells, well houses, equipment, garage, office. Truck insurance is being paid by PPDWID. Agree to add certified acts of terrorism to the policy for nominal cost.

Update of Policies- discussion by all

- Bob follow-up with attorney about Bi laws.
- Bob and Stuart to follow up on updating the emergency plan. Only Stuart Mclean should be contacted and address water system emergencies.
- New termination and shut off changes were emailed to SUM. There is a need to set a more specific schedule past the 45 days and payment plans for consistency to the public. Plan for writing up a new procedure specific to PPDWID.

Potential audio recording for meetings- discussion by all

- Wide range of software for meetings to record/transcribe. Bob will follow up with Sharla Peterson, volunteer recorder, to purchase voice recorder software/program.

Operator Update- Stuart Mclean

- Well update, doing good, should be no problem throughout the summer. Still, everyone should conserve.

- CCR reports: mailed, on SUM website also. Bob asked for some changes in next years CCR.
 - Form unsigned by Stuart Mclean along with his title, he is responsible for the CCR
 - Billed from Brian Cunningham, through Stuart to SUM. 3 hours
 - No E coli testing listed. Monthly bacteria test is good, then no E coli.
 - Want to make the CCR provide more information to increase
 - Request address for Testing. Stuart will follow up with Brian Cunningham.
 - Consider extra testing, to improve the water quality.
 - ? Form states there are “additional opportunity” change next year.
 - Iron manganese and iron testing numbers, specific to Manzanita well. Stuart reports that other wells have the same problem. Currently entry point tests.
 - Don’t want to only meet the minimum ADEQ requirements.
- Water testing cost, discussion by all.
 - Radium monitor, 1 x annual that is covered by MAPs so no additional cost.
 - Lead and copper testing, high monitor \$2660.00 per round of testing. Now on an annual basis for two years. Then return to once every three years. Done at first draw off of a customers sink. Required by state.
 - Monthly monitor bacT test, \$104.00
 - TTHM test, stage 2 annual once a year.
 - This next year the testing will all be back to normal
 - Tucson in getting the reports.
- Suez contract, discussion by all.
 - Covers both tanks, regular maintenance, inspections schedule this year’s invoice was \$18,500.00 payment three years at a time.
 - Painting will be done on one tank’s interior and one tank’s exterior, included in the contract.
- Filters in the wells, discussion by all.
 - 1-micron filters will cost 2.6x more than the 5-micron.

- 5-micron filters for the year would be \$4,600.00 per year, 96 hours run, 135 psi
- 1-micron filters would be \$14,000.00 per year, 36 hours run, 135 psi
- ½ 1-micron and ½ 5-micron for the weekends to allow a 96-hour run on all the wells.
- Filters are pleated using a vendor
- Steve Franks project, discussion by all including Steve Franks,
 - Pine Cone Way well? Has only pumped rust, consider abandoning, pay for costs by Steve Franks.
 - ADEQ considers it decommissioned, Stuart does not recommend abandoning any well site due to potential costs in the future to the water system.
 - Manzanita Well site is the same as Pine Cone Way, but it does produce water. It would also include moving the chlorination building.
 - Work through SUM to add water service to property, there is a \$2500.00 refundable if no new service.
 - Steve would consider trading the Pine Cone Way well site and give PPDWID a parcel of land on Manzanita that Mr. Franks that is near the Manzanita well and chlorination building.
 - Follow up with Kevin and Brien Cunningham on the feasibility of this option.
 - This property is half way between the two well heads on Manzanita.
 - Stuart Mclean will work with Steve Franks on this idea. Stuart will follow up with Cunningham's.
 - May consider a special meeting to address this in a timely manner.

August's suggested agenda items and discussion

- Policy updates
- Budget updates
- Computer issue
- SUM contract, send copy to board members, review /renew/auto renew in August/Sept.

- Suez- pinging
- Operator report, 1-micron filters, Steve Franks project.

Adjourn Meeting at 7:26

A handwritten signature in black ink that reads "Robert F. McBurnie". The signature is written in a cursive style with a large initial "R" and "M".

Robert F. McBurnie
PPDWID chair/secretary