

**Tuesday, April 20, 2021 at 6:00 pm**

## **Minutes 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.

Stuart Mclean of Southwest Utilities Management (SUM) will provide telephone access for the public to listen to the meeting, by calling 1-520-623-5172, x 444.

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

### **Minutes**

Call to order: 6:00 pm, April 20<sup>th</sup>, 2021

#### Roll Call

Robert (Bob) McBurnie, Derek Rice, PhD (conference call), A. J. Adamkiewicz, Jackie Wheeler

#### Approval of March 16 ,2021 minutes

Discussion/explanation/corrections/ none.

- J. Adamkiewicz made a motion to accept the March 16<sup>th</sup>, 2021 minutes. Derek Rice, PhD seconded
- **Vote:** Robert (Bob) McBurnie yes, Derek Rice, PhD (phone)yes, A. J. Adamkiewicz yes, Jackie Wheeler yes
- The vote passed unanimously.

#### Update on Chairman's transition

- Old board members: Mary provided files and keys; Al provided files, keys and digital data. No other old board members have responded. It is inappropriate to have files at home, the files belong to the State of AZ. They need to be stored at the office.
- Bank accounts/checks County treasure account, I am still working with the banks and the treasury department, and getting the old board members off the accounts. I am hoping that our agenda tonight will to conclude the transition.
- SUM/Audit and Accounting solution, they have begun working together and I will have more to report next month

#### Board Member Assignment/ account viewers

Discussion/explanation/ Vote

Jackie Wheeler is willing to be the treasurer and signer/viewer for all accounts

- Robert McBurnie made the motion for Jackie Wheeler to be the treasurer and I am nominating her, including for her to be a signer and reviewer for all accounts: Foothill's Bank, Chase Bank and Yavapai County Treasurer. second: A. J. Adamkiewicz
  - **Vote**: Derek Rice, PhD (phone)yes, Robert (Bob) McBurnie yes, A. J. Adamkiewicz yes, Jackie Wheeler yes
  - The vote passed unanimously.
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- Discussion/explanation/ Vote

Audit and Accounting Solutions can best serve us is they are able to view all accounts. All bank accounts require that this be clearly stated in the minutes

- Robert (Bob) McBurnie made the motion for Stephen Crandall and John Sullivan of Audit & Accounting Solutions (AAS) as account viewers for Foothill's Bank, Chase Bank and Yavapai County Treasure. second A. J. Adamkiewicz
- **VOTE**: Derek Rice, PhD (phone)yes, A. J. Adamkiewicz yes, Jackie Wheeler yes, Robert (Bob) McBurnie yes
- The vote passed unanimously.

## Tentative Rate review

Discussion /Explanation/ Vote

- Seasonal Lock off, reduced to \$50.00, Base fee monthly is \$25.00 with no water use, did not change. Water system needs to run and function, capture minimal amount of income. Stuart alternative is to stop service that is nearly the same cost.
- Lower base rate of \$50.00, simple \$5, \$10, \$15 tier in price, 1000 gallons included in base rate, was 500 gallons before. SUM has a process to make this proposed rate change, it is easy to change it.
- Review proposed changes to tampering fines to \$1,000, no leniency
- Termination policy should be 45 days for meter shut off, not 30 days. Bob will follow up with SUM to change earlier than July 1, 2021.
- Service call @ \$65.00 should be for only after hours/emergency call, not during the work day.
- Robert McBurnie made the motion to accept the tentative rate review starting on July 1, 2021 with the following changes 45 days for meter shut off, and service call, after hours/emergency call for the \$65.00 rate. Second by A. J. Adamkiewicz
- **VOTE**: Jackie Wheeler yes, A. J. Adamkiewicz yes, Derek Rice, PhD (phone)yes, Robert (Bob) McBurnie yes
- The vote passed unanimously.

## Tentative Budget 2021-2022

Discussion/Explanation/ Vote

Reduced expenditures, moved some money, based on costs from last year that AAS were able to identify at this time. Some of the standard accounting code/charge lines have been corrected. Also based on former budgets. Reduced revenue from giving the 1,000 gallons in the proposed base rate. Electricity is high, but the water must get pumped out of the ground, may run at peak demands, out of our control.

- Robert McBurnie, made a motion to accept the tentative budget. Second by A. J. Adamkiewicz
- **VOTE**: Jackie Wheeler yes, Derek Rice, PhD (phone)yes, Robert (Bob) McBurnie yes, A. J. Adamkiewicz yes
- The vote passed unanimously.

Review County requirements, Budget timeline, publish with the Prescott Daily Courier this week, Post on SUM web site, schedule a time for the Public Meeting Input 6:00/Special Budget meeting /Board meeting. Finalize public input meeting date. May 18, 2021 @ 6:00 pm

- Robert McBurnie, made a motion for public input meeting for May 18, 2021 at 6:00 pm. Second by A. J. Adamkiewicz
- **VOTE:** Derek Rice, PhD (phone)yes, Robert (Bob) McBurnie yes, A. J. Adamkiewicz yes, Jackie Wheeler yes,
- The vote passed unanimously.

## Operator/Manager

### Stuart McLean,

- Manzanita Filter Upgrade went great, Manzanita 3-4 days use of filters & flow with GPM has increased
- Tested 1-micron filters: with half the filters, for 48 hours in Kaibab well, next test, all filters, on different well another 48-hour test.
- Well conditions and levels with chart
- General Update on the water system,
- Total water sales/usage/wells for 1 year re: budget/ AAS
- Zero brown water calls, zero chlorine calls, zero low water pressure calls, one frozen pipe. Batteries replaced under warranty.
- Meter check by manufacture, very rare. Process to complete meter check.

## Financial Activities

Review financial activity for the month of March- invoices paid/unpaid

Steve Wene has not been paid; invoices sent to wrong email. Want it paid, Jackie will F/U.

Ran out of propane at office/resolved, fill on 4-22-21, Will relight pilot lights by maintenance

SUM Monthly charges for March service overview,

- 46 termination notices, seem excessive, push out date, correct immediately to extend the grace period from 20 days to 45 days, Bob will follow up.
- Question bank charges? Darinda will follow up,
- Consumer Confidence Report/Water Quality (CCR) reports/who is doing them?
- Distribution lists to include all current board members and delete old board members. Darinda will follow up.

## May Priorities/ Agenda Items

2021-2022 budget public meeting, rate review

Special meeting: vote to accept budget & rate review

Calls to the public on topics being discussed

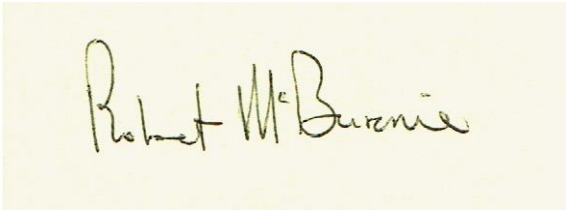
Bank accounts access

Review policies made /records organized

Libby repair, pipe stand and valving, date and cost estimate provided to the board

Meeting adjourned at 7:07 pm

Submitted by Robert McBurnie, chair /secretary of PPWDID

A rectangular area containing a handwritten signature in cursive script that reads "Robert McBurnie".

4-22-2021

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Signature and date of posting