

Tuesday, May 18, 2021 at 6:10 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.

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

Due to technical difficulties the public telephone access was unavailable. Stuart Mclean attempted repairs and failed. He was able to make contact with SUM staff, Darinda Chacon who confirmed they made a change in their phone system and telephone system was currently unavailable.

Agenda

Call to order at 6: 10, May 18, 2021

Roll Call

- Robert (Bob) McBurnie, present. Derek Rice, PhD, present on telephone. A J Adamkiewicz, present. Jackie Wheeler, present.

Approval of April 20, 2021 minutes

Discussion/explanation/corrections/ none

- AJ. Adamkiewicz made a motion to accept the April 20, 2021 minutes. Jackie Wheeler, seconded.
- **Vote:** Robert (Bob) McBurnie, yes. Derek Rice, PhD (phone), yes., A J Adamkiewicz, yes. Jackie Wheeler, yes.
- The vote passed unanimously.

Final Approval of rates & budget for 2021-2022

Base Rates - Discussion/explanation/corrections/ none

- AJ Adamkiewicz made a motion to accept the new base rates. Jackie Wheeler, seconded.
- **Vote:** Robert (Bob) McBurnie, yes. Derek Rice, PhD (phone), yes. A J Adamkiewicz, yes. Jackie Wheeler, yes.

- The vote passed unanimously.

Budget- Discussion/explanation/corrections/ none

- AJ Adamkiewicz made a motion to accept the new 2021-2022 budget. Jackie Wheeler, seconded.
- **Vote:** Robert (Bob) McBurnie, yes. Derek Rice, PhD (phone), yes. A J Adamkiewicz, yes. Jackie Wheeler, yes.
- The vote passed unanimously.

Bank Update

- Bank accounts access, Jackie Wheeler shared that Bob and Jackie are going to both be signers on all accounts with both Chase and Foothills. Jackie will follow up with both Chase and Foothills.
- Bank Fees over \$200.00 a month, asked for Audit & Accounting Solutions (AAS) to review, Jackie will follow up
- Follow up with possibly changing to a bank without fees. Call to see if the fees could be waived at Chase.
- Yavapai County accounts is also getting changed to Bob and Jackie as signers, AAS as viewers on all accounts

Operator Update- Stuart Mclean

- General updates for water system
 - Installed 7 meters, for various reasons. 35 % left of park for digital lids, air relief valves replacement at \$300 apiece, do one a month as needed, 2 leaks, 1 box replaced, no brown water/chlorine/water pressure calls. Change in chlorine levels due to warmer weather.
- Libby repair, pipe stand and valving, including gravel, is about \$300.00, finish within 10 days. Padlock on pipe stand for community event use.
- ADEQ. CCR reports will go out with this new month's bill, posting on SUM website, Bryan Cunningham submits to ADEQ.
- Well levels, static water levels have raised. Stuart will share well levels each month.
- Upcoming testing: lead/copper 3 years, radium on Manzanita Well, Stuart will follow up on cost.
- One-micron filter, 7 have been run through and are fine, will need to change more often than the five-micron filter to get cleaner better water to public. Try a 100% on one well with one-micron filters this month.

Review policies

- SUM staff to make immediate changes from 30days to 45 days for termination. Follow up with Dorinda to verify changes.
- Field staff be allowed to accept check for the termination work order and it would be coordinated with SUM in order to continue to provide water to customers. Follow up with SUM to implement. Revisit if becomes an issue for any party.
- SUM-Late notice for 30 days instead of 20 days due to financial difficulties related to COVID-19 and USPS.
- General policies that SUM is following is unknown, Bob and Stuart will follow up next meeting
- Emergencies- Bryan Cunningham is the certified licensed operator for PPDWID. Who has water and water access? If tanks are at 50%, there would be emergency meeting. Emergency Book to be reviewed.
- Bi-Laws, research and meet with attorney, board members approved this. Bob will follow up

Call to the public on general policies

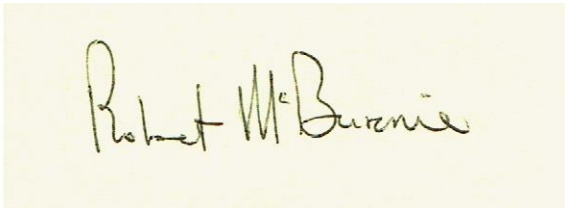
- No public comments

June's suggested agenda items

- Records
- Policies
- Banking
- Research Digital Dictation/Recording/Transcribe, Derick Rice agreed to follow up & research software, discussion on what the needs are per ARS statues, minutes and agenda are to be kept a permanent paper file.
- Insurance/up to date, Jackie will be meeting with agent and follow up next meeting.
- Operator update, Water filters, Ice Pinging

Adjourn Meeting

- AJ Adamkiewicz made a motion to adjourn the meeting. Jackie Wheeler, seconded.
- Vote: Robert (Bob) McBurnie, yes. Derek Rice, PhD (phone), yes. A J Adamkiewicz, yes. Jackie Wheeler, yes.
- The vote passed unanimously.
- Meeting adjourned at 7:02 pm on 5-18-2021

A photograph of a handwritten signature in black ink on a light-colored, slightly textured paper. The signature reads "Robert McBurnie" in a cursive, slightly slanted script.

date: _____