

Papago Butte Domestic Water Improvement District
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Regular Meeting Minutes
July 9, 2024

PURSUANT TO A.R.S. 38-431, Notice was given to the public that the Papago Butte Domestic Water Improvement District Board held a Public Hearing to discuss the 2024-2025 Tentative Budget and Regular Meetings on **July 9, 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 Lois Blakesley
- B. Roll Call: Jane Mead, Lois Blakesley (via phone), Larry Hart, Matthew Williford and William (Bill) Collings.
- C. Approve Board Minutes: Board approved the June 11, 2024, minutes
- D. Call to Public: Sara Carroll was present in person.

II. Regular Business Before the Board:

1. **Financial Report:** The Board reviewed the financial reports, and the office manager informed us that the PACE engineering checks have been sent out. The board signed the pending checks, and the board had no additional questions on the financial reports provided. Larry requested that all the financial reports for the next meeting be sent days before for review. Gloria informed her that she would make sure of that moving forward.
2. **Manager Report:** Office Mgr. provided the manager's report for the board to review. Jane inquired on the updates that the state is requesting on Jury Duty and office manager informed that we are pending a meeting with our payroll company (paychex) to go over this requirement. On Item B of manager report, Gloria advised the board that the final budget was completed and sent to Pinal County. Item C of manager report: Office is currently working with an outsourcing billing company. Larry asked if we are going to transition to a new billing system only once and the office manager confirmed that we are only transitioning once. Larry and Lois asked why the transition took place. Office manager informed that due to numerous amounts of billing errors committed by the former office assistant and the need to have billing completed in a timely manner, in the best interest of the district, outsourcing billing ensured we have the needed manpower to complete billing in a timely manner and this falls within the annual district budget. Lois expressed concern at this change causing PBDWID to pay more for services. Gloria clarified that MCDWID (Maricopa Consolidated Domestic Water Improvement District) will be taking care of the fee, and this does not affect PBDWID's budget. The board asked if the new billing statements are ready. Gloria informed that the new billing company will send these out via email and via mail. Notices to customers have been sent via email and posted on website informing of the change and delay on sending out billing statements. Item D: Jane informed that she is aware of the nomination papers and petition forms and is aware that paperwork is pending. Item E: Larry asked if the meter change will work well with the new billing system. Matt responded and informed that this would work by metron sending the billing company a spreadsheet that will be downloaded with the meter reads. Item F: Pending WIFA Payment to construction account. Bill clarified that this is payment #1 for WIFA, that covers the payment for meters wired from metron. Bill informed that this is taking a while and office manager will monitor account to ensure pending payment is received.

3. **Engineer Report:** District Engineer, William Collings provided report for board to review. Item B: 2 samples received from lab today. Bill informed not anticipating any issues on these samples. Item 2: Rural Development and ADEQ are trying to see if they can come with any additional funds. Bill informed we may have to take out another loan and Lois informed that is something that the board would not like to do if not needed. Bill informed that the original grant was based on the 2010 census and based on the 2026 census the numbers have changed regarding income. Bill informed there is nothing definitive yet. Item 3: Bill informed that he is concerned about the way these old meters are reading and ADWR may impose penalties on the district due to these inaccuracies. We are allowed only 15% water loss. Lois informed that this should have been addressed years ago. Jane asked if we cannot obtain any grant money we may need to investigate the option of a grant and loan. Bill informed that this may be the only possible way. Lois asked if Global Water will want to come and take over and Bill informed this is not the case. Jane asked if we have the income to pay off a loan in 4 years. Bill clarified we have 40 years to payoff the loan. Larry asked how many acre feet we are pumping a year? Bill informed will investigate this response. Jane if we asked if it is mandatory to have a Nitrate Treatment System. Bill informed yes, it is mandatory.

4. **Field Office Manager Report:** Field Ops. Mgr. Matthew Williford provided a report for the board to review. Lois asked if laterals look good. Matt informed all is well and board had no additional questions for Matt. Gloria went back to the office manager report and informed that Sara with AZ District Solutions will be working with the district assisting with pending training, while also assisting the district with recent billing errors in reference to the termination of the former MCDWID office assistant.

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

IV. III. New Business

1. Discuss/**Approve**/Deny: Approve award of the bid from ASR Construction Group in the amount of \$1,933,066.00 for the Nitrate Treatment System Project subject to USDA Rural Development concurrence and availability of funds. Jane asked if approved are we committed? Bill informed that if the board approves and board will have to accept the terms based on availability of funds. Larry asked how long it is approved to hold the funds. Bill informed 60 days, and we can ask for a possible an extension. Rural Development (RD) is a little behind and may extend to 90 days. Lois asked if the amount could go up or down in that time frame. Bill informed RD can choose to deny the loan. Lois motioned to approve, Jane seconded, all in favor; motioned carried.
2. Discuss/**Approve**/Deny: Issue an advertisement for bids for the installation of 151 District furnished 5/8"x 3/4" Metron Farnier Altair AMR/AMI water meters. Bill added this item to discuss hiring a contractor to change out meters. Larry asked if Matt is confident he can complete this within the next 6 months, Matt assured this can be done and can be done using a contractor or using the district field crew to replace these. Larry informed will let this item die since there is a lack of motion. No motioned carried.
3. Discuss/**Approve**/Deny: Set Ranches at Maricopa annexation Public Hearing date. Bill informed we have 40 days from when received and has a time frame that needs to be met. Bill suggested we have a public hearing on 7/30/24 or 8/6/24. Lois requested to have this done on 7/30/24, in case there is a need to modify this item. Bill clarified that this is a public hearing for Ranches of Maricopa who requested to annex into our district. Notices will be sent to the residents of this area and to the Arizona Corporate Commission who requests this process be completed as such. Lois motioned to have the public hearing scheduled on 7/30/24 @ 5:30 p.m. Lois motioned to approve, Jane seconded; all in favor, motion carried.
4. Discuss/**Approve**/Deny: Approval of Hylan Contracting Payment No. 1, in the amount of \$174,255.18 for work to date on the Val Vista Water Main Extension, subject to USDA Rural Development concurrence. Lois motioned to approve, Jane seconded, all in favor; motion carried.
5. Discuss/**Approve**/Deny/**Tabled**: AZ Special Districts Alliance Membership. Larry asked that this item be tabled for next month's board meeting. Lois motioned to table this item to next board meeting, Larry seconded, all in favor; motion carried.

V. Adjournment: Adjournment at 6:25 p.m. Lois motioned, Jane seconded, all in favor; motioned carried.

Reviewed by _____ **Date:** _____