

Papago Butte Domestic Water Improvement District
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Regular Meeting Minutes
October 8, 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 **October 8, 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, Larry Hart, Matthew Williford (Field Ops Manager) and William (Bill) Collings (District Engineer), Gloria Landa-Estrada (Office Manager).
- C. Approve Board Minutes: Board **approved** the September 10, 2024, minutes. Lois made a motion to approve, Lois seconded, all in favor; motion carried.
- D. Call to Public: Mr. Gary Metivier old acct#81114- new account #:1101, present in person.

Mr. Metivier made an appearance at the board meeting to provide the Papago Buttes DWID Board with an update on his concerns related to his account. Mr. Metivier informed the board that Office Manager Gloria and Field Operations Manager Matt were able to assist him with his billing concerns in a timely manner. Mr. Metivier was pleased with the district's assistance; however, he did advise that his current billing statement continues to still not reflect the most recent payment made. Gloria informed Mr. Metivier that she will reach out to the billing company the following day, to ensure that a new statement will be sent out, reflecting the recent payment made. Mr. Metivier had no additional questions or concerns.

II. Regular Business Before the Board:

1. **Field Office Manager Report:** Field Ops. Mgr. Matthew Williford provided a report for the board to review. Matt added that bees are still at well #6 and well #9 is out. Amps dropped from 117-64. Matt confirmed that any leaks are all related to irrigation.
2. **Manager Report:** None
3. **Financials.** The board reviewed the financials and checks. Gloria added cashiers check for payments approved at the last meeting for PACE and Highland West. Larry asked why we must get a cashier's check? Gloria informed him that Sara Carroll, who is training Gloria, advised that a cashier's check is more secure, due to the large amount of payment being made. Lois advised that she is not comfortable with that type of payment method. Jane made a comment on Rob's Convenience Store continuing to bill for 3 months instead of monthly. Gloria added that on the Maricopa CDWID invoice, there are some previous invoices that should have been added months ago. These were missed due to many changes in these past months including changes in personnel and training. Larry asked if Sara would continue to work with the district. Gloria informed Larry that she will continue to work with the district until she is no longer needed as a consultant. Gloria also informed the board that if there were any concerns about the financial report that was misunderstood, Sara is available for any questions. Lois asked Bill if there was any ability to obtain additional funds for future projects. Bill responded that currently there is a delay due to lack of funds. Bill stated that his report has more details on this.

4. **Engineer Report – after Matt:** District Engineer, William Collings provided report for board to review. Item A: Bill added that the funding is for equipment system materials and maintenance. Bill also indicated that there are 8 other districts who are currently pending funding. Item 2: Bill advised that he would look into a bridge loan with RCAC for the amount we need to keep constructing going, until permanent loan is complete. Lois indicated that any type of increase with loans is related to the people in charge not considering any possible changes. Bill advised that these types of loans need to be done as a bonded loan, using a bonded broker. He added that this may take 3-5 months longer.

The last item in the report is related to the old business item on this agenda.

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

IV. Old Business

1. Discuss/Approve/Deny: AZL01511 lease redlines with PBDWID-AT&T site review for final approval. Larry asked if this term is for 3 years? Jane asked who did these red lines? Bill answered both and stated term is for 3 years and AT&T created these red lines. Will go up 3 1/2 % each year. Larry asked if they would pay monthly? Bill answered yes, \$1300 a month. On page 6 item 13 of red lines, bill added these items . Page 8, AT&T corrected the name of the district. Page 11: Item C, Landlord, bill added additional requirements- see redlines. Cellular auto dialer for nitrate system treatment was also added by Bill. Lois motioned to approve, Jane seconded; all in favor, motion carried.

V. New Business

1. Discuss/Approve/Deny: Billing Company Transition Updates. Gloria added that we are reaching the end of the billing transition, and the online payment portal is now available. Payments can be made up to \$300.00. All customers received notice of this via letter and email. Gloria asked the board to reach out to her if anyone has concerns on the online portal. Larry asked if they overpay the bill, does this remain as credit on the account? Larry asked how will you know if someone has too big of credit and cannot make any more payments? Larry mentioned that Sara Carroll (former manager) had an issue with this previously and there was a cap placed. Gloria responded and informed she was not aware of this and will reach out to Sara to go over how we will continue to handle customers, with credit on their account. Larry mentioned that Sara informed previously that this affected QuickBooks. Bill clarified that previously some of these credits were going over into the next fiscal year and affecting the accountant's work. Lois motioned to approve the discussion of this item, Larry seconded; all in favor, motion carried.

VI. Adjournment: Adjournment at 6:30 p.m. Lois motioned, Jane seconded, all in favor; motion carried.

Reviewed by _____

Date: _____