

Papago Butte Domestic Water Improvement District
49578 W. Papago Rd., Maricopa, AZ 85139, 520-568-2239, Fax 520-568-2185
Regular Meeting Minutes; September 13, 2022

I.

- A. Call to Order at: 6:39.
- B. Roll Call: Jane Mead and Larry Hart present.
- C. Approve Board Minutes: Jane motioned to approve 7/12/22 Regular meeting minutes, Larry 2nd, all in favor; motion carried.

II. New Business

- 1. Call to Public: Angela Villa & Chad Buhr of PBIWDD4 attended. There was discussion regarding the Safety Gate installation work to date. Jane said she has been unable to get ahold of the contractor for Lone Cactus. There were several items that needed to be fixed or completed. Jane felt bad about recommending the contractor based on her previous work he had done for her and now having issues with the completion of the work for the Districts. She said a list of items was sent to the contractor with no response. Offc. Mngr., Sara Sheehan asked for the list also. Sara suggested the timeframe the contractor quoted didn't seem to be attainable and may have had other projects lined up. There was discussion on the validity of the contract and warranty if they were to find someone else to finish the job. A Special meeting may be needed to discuss their options.
- 2. Discuss/Approve/Deny Source Water Protection Plan updates: Sara explained the plans need updating every 5 yrs. The updates are for Well 9, Arsenic Treatment System and mostly contact info updates. She provided the binder for review with entire plan of 189 pgs. and the 25 pages that needed updates. Chad Buhr asked about the recent Lead & Copper testing that was done. Field Ops. Mngr., Gilbert Sanchez explained they are required to do testing every 3 yrs. Residents that participated will receive the results from the District.

III. Regular Business Before the Board:

- 3. Financial Report: Sara provided the GL report from 8/1-9/13/22 since the August meeting was cancelled. Checks were reviewed and signed. Sara said a partial USDA payment was pulled from the account on July 1st and has been trying to get an answer on the remaining amount, with no luck. There were fund transfers from the reserves to pay for the Well 9 replacement. They still have enough to cover the USDA payment and the safety gate final amount. Sara will get the permit fees entered to pay also as mentioned by Bill in his report.
- 4. Office Manager Report: Sara said she will be getting married the end of the month and will need to update their bank account signer info once she has name changes complete. The Great Western bank was taken over by 1st Interstate bank and will need new signer cards regardless.
- 5. Field Operator's Report: Gilbert said the Nitrate and Arsenic testing will be done by Friday. The new Well 9 pump is at 350gpm. Lead & Copper testing was done and letters will be sent out to residents when received. He said the laterals need to be sprayed for weeds and asked if the Irrigation District will be wanting to split the cost for chemicals. PBIWDD4 Board asked for the cost but Gilbert does not have the cost yet. Chad asked how long the well runs to fill and was told 5-6 hrs about every 3 or 4 days and is set to fill at the 16 ft water mark. Bill said this when it is half full and should be maintained at that level for the probes and equipment to work properly. Sara said the customer usage average is 800,000 gal per mo. Gilbert said he can try and contact Lone Cactus also to get a time frame of the gate installation completion. There was discussion on the piping replacement and materials available and what works best in the water.
- 6. Engineer Report: Bill Collings reviewed his report. The Nitrate Treatment System (NTS) plans have been approved and an Approval to Construct was issued by ADEQ on Aug. 4th. NCS Eng. is revising the Val Vista Rd. Water Main Extension plans to reflect water main alignment changes to minimize the impact of the recent double chip seal pavement installed by Pinal County. There is a County plan review fee associated with the submittal. The amount is unknown of the review fee cost and when it will have to be paid. Following the County approval of the plans they will require the application for a Utility right-of-way encroachment permit with a fee. The County plan review & encroachment permit fees will be reimbursable items under the RD grant. NCS Eng. has updated cost estimates for the NTS & the Val Vista Water Main Extension. The current project cost estimate for the NTS is \$1,766,600 vs the PER estimate of \$764,500 while the current project cost estimate for the Val Vista Water Main Extension is \$580,400 vs the PER estimate of \$407,500. The total cost projection is \$2,347,000 vs the PER total estimate of \$1,172,000. This represents a cost increase of \$1,175,000 with no

change in project scope. The total grant from USDA RD is in the amount of \$1,302,000. Additional grant funds in the amount of \$1,045,000 will need to be secured from USDA RD. NCS Eng. has been instructed to pursue the additional funding from USDA RD on behalf of the District since they understated the total construction cost in their PER by 200%. NCS Eng. has provided a draft of the ADEQ Aquifer Permit App. It's been reviewed & returned with comments & corrections. The District will need to furnish a check to ADEQ in the amount of \$7,500 for review fees. NCS Eng. has provided a draft of the NTS construction technical specifications. They have been reviewed & returned with comments & corrections. The NTS draft construction bid documents have been submitted and are under review. USDA RD requires the District to have an engineering services agreement in place prior to calling for bids and/or Grant closing. ADEQ has funded the design portion of the engineering services, but the District will have to have an engineering services agreement in place with NCS Eng. for the construction elements of the project. USDA RD requires the use of the national EJCDC Engineering Agreement form which will be prepared by NCS Eng. for approval by the Board & concurrence from USDA RD. NCS Eng. has submitted a draft of the Engineering Services Agreement for construction services which under review. ADWR is requiring that the District submit a Small Community System Water Plan Document which is due by January 1, 2023. All water systems are required by Statute (ARS § 45-342) to provide an updated system plan every 5 years. Preparation is in progress. The water system Quarter Section Maps are being finalized and should be available for use within 2 weeks & sent to the operator and board.

IV. Old Business

7. Discuss/Approve/Deny Resolution Regarding Customer Account Credit Limitation: Sara noted the item was tabled last meeting and reviewed the option. She said that the amount of credit they maintain varies from \$5K to \$15K throughout the year and can't be considered in their regular revenue which makes it a liability. Customer average bills are \$60-70 per month and suggests if they limit the amount of credit that it be about 2 bills worth. They do not have customers with bills over \$200 on a monthly basis and would only be if there were a leak. Sara said the credit is mostly on part-time resident accounts. Online and phone payments by card are now available to customers and are encouraged to use on a monthly basis. Sara did not recommend refunding the customers that have credit but to not accept additional payments over the maximum credit limit they would set. Larry motioned to approve the Account Credit limitation Resolution with \$75 or less minimum and \$200 maximum credit amount, Jane 2nd, all in favor; motion carried. Sara said the staff will set the time frame and send out notices.

V. Adjournment: Adjourned the meeting at 7:33 pm.

Approval Date

Approval Date EOE