

MARICOPA CONSOLIDATED DOMESTIC WATER IMPROVEMENT DISTRICT

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Board of Directors Regular Meeting Minutes September 9, 2024

PURSUANT TO A.R.S. 38-431; Notice is hereby given to the public that the Maricopa Consolidated Domestic Water Improvement District held a Regular meeting on **September 9, 2024, at 4:00 p.m. at 45290 W. Garvey Ave., Maricopa, AZ.** PURSUANT TO A.R.S. 38-431.02, Notice is hereby given that the public had physical access to the meeting room at 3:45 pm. The following is a list of items that may or may not have been discussed at the meeting. Action or decisions may or may not be taken on any or all items. Board members were able to attend via phone or live media option if available. The Board was able to call an Executive session for the purpose of obtaining legal advice from their Attorney(s) & concerning any of the agenda items pursuant to A.R.S. 38-431.03(A)(3).

I: Agenda

- Call meeting to order at 4:02 p.m. by Chris Giles
- Roll call: Penny Brennan, Chad Molyneaux, Chris Giles, Lucia Rodriguez, Debbie Chitwood, William (Bill) Collings, Matthew Williford, Gloria Landa-Estrada.
- **Approve/Deny:** Board approved meeting minutes for 8/12/24, Public Hearing and Regular Meeting Minutes. Chad motioned, Lucy seconded, all in favor: motion carried.
- Call to public: Dan and James

II. Regular Business:

1. Financial Report: Office Manager, Gloria Landa-Estrada, provided financials for the board to review. Gloria informed the board that she will have updated reports regarding billing and water usage coming from the new billing company available next meeting. Penny asked if this was going to change every month, since she is under the impression that the billing company charges per customer. Gloria clarified that the rate is per total number of customers and that this information can be discussed at another time since we are speaking of a different subject, and Gloria does not want mixed information related to previous meetings due to the information being recorded. Penny understood. Chad inquired about a line item related to personal expenses. Gloria informed will have to investigate the expense and reach out another time. Matt clarified that he had had to use the office credit card for gas since his was not available. Gloria asked Chad if he would like any follow up information on this, Chad declined.
2. Office Manager Report: Offc Mgr. Gloria asked the board; can we move this to new business since the report is related to the new business items? Chris answered yes, we can.
3. Engineer Report: District Engineer, William (Bill) Collings provided report for board to review. New Saddleback Vista is still waiting for Rural Development grant approval. Item 6: part of the second item on new business titled: Award AMR/AMI Altair Meter Installation Contract to Intrepid Builders, LLC. in the amount of \$53,340.00. Penny asked if the company that changed out the meters has a warranty. Bill responded yes and said it is for 1 year. Chad asked on Edwards project, is this all the work they are doing. Bill informed them they are only doing this project and this will be a full road starting from the highway to Papago Road. Chad mentioned there is work being done east of that location, will this affect this project? Bill responded no and informed him that everything on the east side is being worked on, but this will not affect us. Chris inquired about the amount that will be paid to Intrepid Builders for removing/replacing meters. Bill added and informed him this is part of New Business Item #2.
4. Field Operations Manager Report: Field Ops. Mgr. Matthew Williford provided a report for the board to review. Item 6: It has been a great challenge with the meter company replacing meters. Chad asked if there are any updates on field certifications. Matt informed him and Perry are scheduled for 9/11/24.

III. Old Business

1. Discuss/Approve/Deny: N/A

IV. Executive Session – Executive Session did not take place.

V. New Business

1. **Discuss/Approve/Deny:** FY 24/25 Combo Resolution Agreement Signatures. The board approved and signed the combo resolution agreement. Gloria added that this is to provide transparency to the county on what existing accounts the district has. Chris motioned to approve, Penny seconded, all in favor; motion carried.
2. **Discuss/Approve/Deny:** Award AMR/AMI Altair Meter Installation Contract to Intrepid Builders, LLC. in the amount of \$53,340.00. Bill informed everyone that they received a bill installation summary. 3 bids received, one late and disqualified. The bidders did not bid on items 5 and 6. The other concerns the bid in total of \$17,000.00, left item 4 blank. They also added a list of potential items with an amount aside from their bid. Penny asked, “is the fee per item? Bill answered yes. Chris informed him he was not comfortable with that, and he would not like to work with them. Bill recommends Intrepid Builders who we previously used. He added a clause on the contract that indicates there will be a fee of \$149.00, if our field crew must go out to make repairs. Matt asked, “When are we looking to start doing this?” Bill responded as soon as this is approved by the board. Chris asked if this is something that can be done in house? Bill responded and informed him that our field crew is currently swamped and cannot take any more work. If the board wants a contractor to assist the field with the removing and replacing meters, there will need to be a rebid. Lucy added that we should like the contractor to do all the work. Matt asked if we could wait a month to be able to catch up and clean up the last project to start again. Bill responded yes; it will take around a month for everything to get started. Matt and Bill also added that all the meter changes are also a part of allowing Metron to complete the software installation and integration with the new billing company system/software. Chris asked if this would get started by 11/1/24?. Bill responded and said yes, that is the goal. Lucy motioned to approve; Penny seconded; all in favor, motion carried.
3. **Discuss/Approve/Deny:** Old Meter Replacements with new Metron Meters. Gloria informed the board that the reason why this item is on the agenda is because we have had a significant number of customers that have questions about this change. No public or board members had any additional questions or concerns. Chris motioned to approve the discussion of this item, Chad seconded; all in favor, motion carried.
4. **Discuss/Approve/Deny:** FY 2024 Financial Statements Audit – Gloria added this and may need to be tabled due to last minute information provided to district. Gloria needs to confirm if the district is required to have an audit. Once we confirm what category the board falls under with the reporting, this item will be added back to the agenda. Chris mentioned that we started doing audits 3 years ago, when several consolidations took place. Chris agrees that it is good to have an audit conducted, for transparency reasons. Bill mentioned that there has been a recent bill change where the requirements have recently changed, regarding district size and annual funds. Chris motioned to **table** this item, Lucy seconded; all in favor, motion carried.
5. **Discuss/Action:** District Member Complaint: Received via district website. Customers were also encouraged to come to a board meeting to express their concerns. The customer refused. This item was opened to allow this customer to stop by and express his concerns. Spanish speaking customers are also encouraged to come to the monthly board meetings. Penny asked, do you think we should include a notice saying be patient on changes? Gloria responded and stated that notices, website updates and letters from the new billing company have been sent to customers updating them on the recent billing changes. Any questions related to billing are to be addressed directly with the billing company. Any other concerns should be addressed at the district office and if needed at a board meeting. Bill also mentioned that an A133 audit may need to be conducted but Gloria will confirm this and follow up. Chris motioned, Lucy seconded, all in favor: motion carried.

VI. Adjournment: at 4:48 p.m. Chris motioned, Lucy seconded, all in favor: motion carried.

A copy of the background material can be provided to Board Members (except for material relating to possible executive sessions) and is available for public inspection in the District Administration Office. If any disabled person needs any type of accommodation, please notify the District Administration at (520) 568-2239, prior to the scheduled meeting.

Reviewed by _____ **Date:** _____