

Antelope Peak Domestic Water Improvement District

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Regular Meeting Minutes: February 20, 2023

I: Agenda

A. Call meeting to order at 6:01pm by Chairperson, Judith Brundage.

B. Roll Call: Judith Brundage & Gilbert Goodridge present, Barbara Neal via phone.

Marilyn Filippone absent. Staff Attending: Operator, Teri Wootan & Office Manager, Sara Carroll

C. Approve/Deny Board meeting minutes: Regular Meeting minutes of 2/20/23 were reviewed. Gilbert motioned to approve the minutes as presented, Barbara 2nd, Vote: Yah 3, Nay 0; motion carried.

D. Call to Public: Craig McKee present to review security options for the Well Sites per Judy's request. Judy reviewed the issues with trespassing recently and asked for suggestions and viable options. Teri expressed her concern for security of the Chlorination system and potential security breach. Craig reviewed different security options. Signage would be needed for liability purposes. The Board felt that internet connection is needed to be able to get real-time monitoring. Sara reviewed internet options and a possible location for local Internet providers. She will follow-up for next meeting. The Board thanked Craig for info, he left the meeting.

II. Regular Business:

1. Chairperson Report: Judy said she is having printer issues. Her neighbor Alberto had planned to attend but was not present. Teri voiced her concerns about Well Site security and doesn't think they need an expensive system for security. The site building has electric outlets for internet equipment. They will look at internet cost and options next meeting.

2. Financial Reports & Invoice payments: Sara reviewed the Balance Sheet of all account, the Profit & Loss report, Tax Levy Distribution report and Pinal County Accounts Statements. Invoices and checks reviewed and signed. Sara also noted that the balance of the reserves had been transferred to the required accounts. She transfers twice per yr. vs each month. The funds are allocated to the appropriate accounts which helps with the budget planning. The Board approved the Financial reports as presented.

3. Office Manager Report: Sara explained there are still a few people that have not made payment or provided proof of payment prior to January. They applied late fees for the 1st time since taking on Management. She asked if they can coordinate with Teri to do Doorhanger notices for the delinquent account that they don't have current contact info for. Teri will be provided with a template and list of delinquent accounts. If they do not pay, they will be shut-off when the reads are done. Sara said a lien was paid off and will need to do a Lien Release.

4. Field Operations Report: Teri reported that 6 filtration membranes were replaced at the cost of \$500 ea. The previous installation cost was \$2500. Teri is confident that she can do the replacement moving forward. She will also do the raw water tank cleaning. The remote Operator needs to coordinate with her for the replacement timing of the membranes. They need to be replaced every 8-10 months. The membranes can be cleaned and recycled for use. Teri would like to have a set on hand at all times. The recent rain has helped with water output and the tanks are maintaining full levels.

III. New Business

5. Discuss/Approve/Deny Proposal of Card payment processing fee; Effective 7/1/2023: Sara reviewed the current cost of card processing fees accumulated from customer payments. The District is billed by the processing company and fees taken from the bank account for each transaction. The District can recoup that expense by establishing a fee for card processing for the customers. The previous Management charged a fee for processing since the funds went into their account, but the District does not have a fee to collect directly. Sara reviewed the Fees Comparison worksheet. The Board agreed that a fee should be proposed to recoup the fees. The 3.5% Crad Processing fee will be proposed and part of the Budget and Public Hearing process this year. Gilbert motioned to approve the 3.5% fee proposal, Barbara 2nd, Vote: Yah 3, Nay 0; motion carried.

6. Discuss/Approve/Deny Board Member Reappointment resolutions: Sara reviewed that based on the Terms provided by Judy, they should do Board Reappointments. Gilbert motioned to approve the reappointments for himself and Judy, Barbara 2nd, Vote: Yah 3, Nay 0; motion carried.

7. Discuss/Approve/Deny Accept resignation of William Speichert & Approve Board Opening for publication: Judy reviewed that Will gave his verbal resignation at the last meeting. Gilbert motioned to approve the resignation & Member Opening, Barbara 2nd, Vote: Yah 3, Nay 0; motion carried. Notice will be listed on bills.
8. Approve Lien of Real Property Release for Parcel; 501-43-067C: Gilbert motioned to approve the Lien Release, Barbara 2nd, Vote: Yah 3, Nay 0; motion carried.
9. Discuss Annual Budget for 2023/2024: Sara reviewed the County Abstract listing the Resident Property values. This is used for collecting the tax levy revenue. She reviewed the Profit & Loss with Prev. Comparison Report. She noted some changes in some item allocations. The Board will set a date and time for a Budget Work Session at the next meeting.

IV. Adjournment

Approved by: _____ **Date:** _____