

# MARICOPA CONSOLIDATED DOMESTIC WATER IMPROVEMENT DISTRICT

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## Board of Directors Regular Meeting Minutes August 12, 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 **August 12, 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**

- A. Call meeting to order at 4:00 p.m. by Chris Giles
- B. Roll call: Penny Brennan, Chad Molyneaux, Chris Giles, Lucia Rodriguez, Debbie Chitwood, William (Bill) Collings, Matthew Williford, Gloria Landa-Estrada.
- C. Approve/Deny: Board approved meeting minutes for 7/8/24, Regular Meeting Minutes. Chad motioned, Lucy seconded, all in favor: motion carried.
- D. Call to the public: Dan and James

### **II. Regular Business:**

1. Financial Report: Office Manager, Gloria Landa-Estrada, provided financials for board to review. Along with the financial report, Gloria provided a sample copy of the new billing statements and welcome letters. Penny asked what the cost of the new billing company will be, is it in the \$20,000.00 a month range? Gloria responded that the cost is within our budget and the range of what the former office assistant was being paid. Gloria added that this item has been discussed previously. Gloria also indicated that at the time of obtaining the quote from this new billing company, the district was counting in the former district of Antelope Peak within the budget; however, since we are no longer managing Antelope Peak, the cost will be less than the initial quote provided. Gloria offered Penny a follow up notice of the previously discussed information, Penny declined. Penny asked if this allowed more time for office staff to get their duties completed and if this company is also going to take care of payroll. Gloria informed her that along with making sure billing is done for all districts, her managerial duties/responsibilities remain the same, which include payroll. Gloria clarified that the new billing company is only in charge of billing. Gloria added that she has had to care for both billing and manager roles until the transition to the new billing company is complete.
2. Office Manager Report: Offc Mgr. provided manager report for board to review.
3. Field Operations Manager Report: Field Ops. Mgr. Matthew Williford provided a report for the board to review. Penny asked Matt when he would be testing. Matt and Perry Holmes (district field crew) will be testing on 9/11/24, for the Grade 2 Distribution. Penny asked if Intrepid Builders is the company that will continue replacing the new meters. Matt informed the board that he highly recommends we do not continue doing service with them, due to lack of performance.
4. Engineer Report: District Engineer, William (Bill) Collings provided report for board to review. Chris asked when Rural Development's fiscal year begins. Bill responded, October 1<sup>st</sup>. No additional questions were asked by board members.

### **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: Employee Raises. Chris informed us that the reason for considering an employee raise is due to the recent change in budget following the termination of our former Office Assistant. Penny asked how much we are paying Sara Carroll with AZ Districts Solutions? Chris informed that Sara returned to complete the pending necessary office staff training. Gloria referred to the manager's report that explains in detail the reason why Sara continues to provide needed training for office staff. Gloria informed that there are numerous errors and entries that the former office assistant left behind and these need to be addressed as soon as possible. Gloria informed that the district saved money due to Office Clerk Jocelyn completing the billing for June. Penny asked once again what the cost of the new billing system rate is? Gloria provided the same previous response noting that this was discussed in detail 2 meetings ago and that she can get back to Penny with exact figures. Chris informed this information is part of the previous minutes. Penny again declined the offer to get back to her with pending figures. Penny continued to express concern on whether the current budget includes the fees that will need to be paid to Sara Carroll for her services. Chris re-clarified that this is included within the current budget since we recently lost an employee, and we still have pending training needed for office staff. Chad added that we must stay competitive with the market, and he agrees to the raise being fair. One part time employee declined a pay raise. The board approved all full-time employee raises at a 5% increase from current individual pay rate Chad motioned, Lucy seconded, all in favor; motion carried.

2. Discuss/**Approve**/Deny: ADEQ Amended New Saddleback Vista System nitrate remediation consent order. The board approved the amended order. Chris motioned, Penny seconded, all in favor; motion carried.

3. Discuss/**Approve**/Deny: Purchase 228 5/8"x 3/4" Altair AMR/AMI Water Meters from Metron Farnier for an amount not to exceed \$88,300. The board approved the purchase of Metron Water Meters. Chris motioned, Chad seconded, all in favor; motion carried.

4. Discuss/**Approve**/Deny: Authorize a request for public bids to remove and replace 228 existing 3/4" water meters with District furnished 5/8"x 3/4" Altair AMR/AMI Water Meters from Metron Farnier. Penny asked if it is within our budget to look for another company that may charge more than the current contractor we are using? Bill responded and informed that unless the current company is not meeting their end of the deal, the district is allowed to look for another contractor. Lucy asked if the same contractor would be caring for the meter replacements. Matt added that he preferred not to work with them again; however, the district will allow new bids from other contractors. The board approved the request for public bids to remove and replace meters, estimated at \$65,000.00. Chris motioned, Chad seconded, all in favor; motion carried.

**VI. Adjournment:** at 4:30 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: \_\_\_\_\_

