

Papago Butte Domestic Water Improvement District
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Regular Meeting Minutes
September 10, 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 **September 10, 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 5:32 p.m. by Jane Mead
- B. Roll Call: Jane Mead, Lois Blakesley (via phone), Larry Hart (arrived at 5:47 p.m.), Matthew Williford (Field Ops Manager) and William (Bill) Collings (District Engineer), Gloria Landa-Estrada (Office Manager).
- C. Approve Board Minutes: Board **approved** the August 13, 2024, minutes. Jane 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 go over concerns related to his water utility bill. Mr. Metivier expressed frustration at the transition and change to a new utility billing company. Customer informed that he did not receive a water bill since the month of May and then received the one in June and made a large payment. His following statement showed his last payment being made in April 2024. Customer also informed that he already spoke to the office manager in person about this concern a month ago and he has not heard a response since. Mr. Metivier is upset that his utility statement is threatening shut off. Field Ops. Mgr. Matthew Williford responded and informed they are not able to make a shut off request without, prior authorization from office. Office Manager Gloria asked customer if he had reached out to the new billing company directly as she previously instructed him to do so regarding his concerns. Mr. Metivier became upset and told the office manager that this is her job and that she should take care of it. Jane asked if there are any other customers that have these types of concerns. Gloria responded and informed that there are no other customers with related concerns. She also added that any other issues related to billing have been cared for. Mr. Metivier provided copies of his statements and receipts for review. Jane clarified he did not receive a bill in May and then got one in June which he paid. Lois asked if this is the time frame of the beginning of when we begin the transition to the new billing system. Gloria responded and said yes, transition started in June 2024. Jane reviewed the statements and confirmed the customer is paid up until July. August is still pending. Gloria reviewed the current billing statement and confirmed to Mr. Metivier that the billing company has not updated his last payment in error, and this will be address immediately since this was already asked for a month ago. Jane also added to this and assured the customer that there is no risk of disconnection. Mr. Metivier asked, why did the district choose to hire a company to change a service that was already working? District Engineer Bill Collings responded and informed that we are replacing meters that are old and not reading accurately. He added that the new meters will read accurately. The previous billing company could not service a large change like that and there were other business need changes that were necessary for the best of the district. Mr. Metivier informed that he does not like the new statements that are not in a post card format. He states that his new statement also has the usage recorded incorrectly as it starts at zero. Matt looked over the statement and confirmed that 0 usage is incorrect. Jane informed that Gloria would go over this with the person in charge of the new billing company and get back to him in a timely manner. Mr. Metivier asked if when his meter replaced and if something brakes, who is responsible for the repair? Matt and Bill answered that the district is responsible. 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. Lois informed that her water bill went down \$12 since new meter installation.
2. **Manager Report:** None
3. **Engineer Report – after Matt:** District Engineer, William Collings provided report for board to review. Item B: Jane asked when do you anticipate approval? Bill informed within 30 days out. Lois asked how we looking on funding? Bill went to item 2 and answered response (see report details). Bill added that Rural Development is really working with the district despite federal rules.
4. **Financials.** The board reviewed the financials and checks. Gloria added that the Cooper & Rueter check is for the Quick Claim Deed of the Ranches of Maricopa. The board reviewed the electric bill and mentioned bill went down. Gloria mentioned that the \$49,000 payment recently received from WIFA is reflecting on the bank statement and will be recorded in quick books soon.

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

IV. New Business

1. Discuss/**Approve**/Deny: Hylan West Change Order Request No. 2 in the deductive amount of \$800. Jane motioned to approve, Larry seconded, all in favor; motion carried. Bill confirmed this is the final change order for project
2. Discuss/**Approve**/Deny: Hylan West Payment Application No. 3 in the amount of \$146,078.84 for work performed to date on the Val Vista Water Main Extension. Jane motioned to approve, Larry seconded, all in favor; motion carried. Bill confirmed this is the final change order for project. Bill added this is also covered by reimbursement. Larry asked how long until this is complete? Bill informed everything is complete and there is only a small invoice pending.
3. Discuss/**Approve**/Deny: Pace Engineering Invoice No. 8907 in the amount of \$52,803.00 for Val Vista Water Main Extension Construction Inspection and Administration. Jane motioned to approve, Larry seconded, all in favor; motion carried. Bill informed these are covered by funds from Rural Development. Larry asked how long until this is complete. Bill informed nitrate system project is still pending.
4. Discuss/**Approve**/Deny: Pace Engineering Invoice No. 8908 in the amount of \$ 546.25 for Nitrate Treatment System Re-Bid Administration. Jane motioned to approve, Larry seconded, all in favor; motion carried.
5. Discuss/**Approve**/Deny: AZL01511 lease redlines with PBDWID - AT&T site. Bill mentioned that a year ago this was a project that was talked about where there is a tower that looks like a pine tree, to be placed on the corner of the Papago Office property; that is intended to be used by AT&T for cell phone usage. Bill informed that these are redlines that District Attorney Steve Cooper has worked on. Bill asked board members are interested and if so, they would have to review the redlines. Jane and Lois would like to table this subject to investigate the matter. Larry motioned to approve; Jane seconded, all in favor; motioned carried.

V. Old Business

1. Discuss/Approve/Deny: N/A

VI. Adjournment: Prior to adjournment, Lois asked for office manager to ensure that the concerns from Mr. Metivier are addressed in a timely manner. Gloria ensured this will be taken care of immediately. Adjournment at 6:09 p.m. Jane motioned, Larry seconded, all in favor; motioned carried.

Board signature on back >

Reviewed by _____

Date: _____