

Mayer Domestic Water Improvement District

Minutes of Regular Meeting

March 28, 2024

1. MEETING OPENING

1.1. CALL TO ORDER 6:00 p.m.

1.2. ROLL CALL OF MEMBERS

Chairman Kathy King – Present, Clerk Shasta Guthrie – Present, Member Keith Francen – Present via ZOOM, Member Kevin Jones – Present via Phone (phone dropped call and he left the meeting during agenda item 5.3 do not have a record of the time), Member Jacque Burruss – Present via ZOOM

Manager Mardi Befort was also present.

1.3. PLEDGE OF ALLEGIANCE

1.4. COMMENTS FROM THE PUBLIC – **Three members of the public present No comment.**

2. CONSENT AGENDA

2.1. Approval of January 2024 financials

2.2. Approval of January 25, 2024, Working Session Meeting Minutes

2.3. Approval of February 22, 2024, Regular Meeting Minutes

2.4. Approval of March 9, 2024, Working Session Meeting Minutes

2.5. Approval of March 21, 2024, Special Session Meeting Minutes

Clerk Guthrie moved to accept the consent agenda, Chairman King, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye - MOTION PASSED

3. ADMINISTRATION/STAFF REPORTS

3.1. Chairman's report **By Chairman King**

Chairman King stated Regarding CWAG activities that are coming up I would like to encourage everybody to check into the upcoming meetings that they are having. I think there's one on the 12th of April and it's regarding the impact that wells have on the bigger water system in our areas. Every few weeks there's a new one that applies to conserving. There are a lot of resources and a lot of good information for board members and community people alike. You can go to their website and I will try to get a flyer so you can access what their upcoming agendas are. I'd like to inform the board that we may have a potential special meeting within the next two weeks which will probably be before our next board meeting regarding our contracts for our bids for the big project that we have on Grapevine. Another announcement I have is next meeting I will have paperwork for us to process with the CPA contract. It's getting the finishing touches right now and I will have it for you guys then. At this time I'd like to as part of the chairman's report have Shasta describe our progress on the job opening that we have.

Clerk Shasta stated we received nearly 50 applications and distilled it down to doing seven interviews and distilled that down to the top two candidates.

Member Francen asked Who is looking at these and making the decisions?

Clerk Guthrie replied the board was making the decision.

Chairman King replied the board is the one who's going to make the decisions as usual. We're just two people pretending to be the HR department.

Member Francen asked So you're doing the interviews?

Chairman King replied Yes. Well, the board will be doing the final interviews for who gets hired and make the decision.

Member Jones asked if Mardi has been allowed to sit in on any of the interviews at this time.

Chairman King replied first of all, you know, obviously, she has her job to do, and there is going to be a time when that opportunity is going to be there for her as well.

Member Jones asked Do you have a job description yet Kathy? If you're interviewing people, did you put out a description for the board to look at?

Chairman King said Absolutely. A few months ago, when we proposed this position, there was a job description, and it was in your packets. When we discussed it, you guys gave support for us to move forward with it.

Member Jones stated I thought that was a rough draft. I didn't realize that was the one written in concrete.

Chairman King stated well, that was the basic thing, but you know what, we're in a situation now where we are in a discussion, and this is not a discussion item. Feel free to discuss it with me, or I don't know, we're giving you the information is what we're doing here, and this is not an action and discussion item. I'm giving you information about what we did in the past that has led us to this point which is all documentable and as far as any input, this process has been going on and at any point, any Board member was able to get involved if they so wished. No one at least not on my part has reached out.

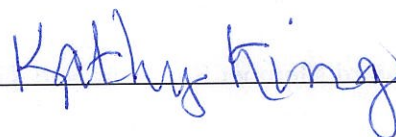
Member Jones stated he did not know about the schedule for the interviews. I like the process and I commend you for doing all that work I just wanted to understand a little more about it.

Chairman King directed those present to coordinate with Mardi about when we will all be together in a quorum so we can move forward with the recommendation that has led us to this point.

3.2. & 4.3 Manager's Report/Office Report – By Manager Mardi Befort

- **Blue Leaks/Field Work**
 - **Leaks:** We had 3 water leaks this month.
 - **Sink Hole:** Main Street and Miami has been repaired.
- **Vehicle/Equipment Repair:**

Approved 4/25/2024 Board Member Signature and Title



- **Vehicle/Equipment Repair:**
 - **Backhoe:** None
 - **VacTrailer:** Continued with welding week points in the tank.
 - **Work Trucks:** None
- **Projects**
 - **Meter replacement grant:**
 - We installed our first 12 endpoints on March 19th, for Ferguson to run their data test with Beacon to make sure the data was where it needed to be in our RVS billing software. I got the go-ahead today to start installing the rest of the endpoints.
 - We received the 5/8"x3/4" meters
 - Starting next week this will be our main focus outside the day-to-day operations.
 - **Deadline: August 2024.**
 - **Sandfilter water line erosion project** – Mobilization date changed to April 22nd. The week before they start we will remove the old building. I am waiting for a site visit with the County engineer and the project engineer as to how much if any of the concrete slab needs to be removed. They have not seen the inside of the building yet.
 - **ARPA Grant:** Received the final draft of the engineering plans today. The next meeting with the County for an update is April 2nd.
 - **Tank inspections:** Superior Tank Solutions came out and inspected the tanks on March 22nd.
 - **PFAS:** ADEQ will be out on April 2nd to do further testing in Poland junction to determine if the PFAS is in the well, storage tank, or hydrostatic tank. I was told we are number 38 on the list for grant funding to treat the PFAS.
 - **Cell Tower Tank Site:** The only bid I was able to get for asphalt was from ERC they will be out on April 16th. I have a bid from American Fencing already, Davis fencing will be out on the 11th. I contacted one other company they did a site visit but have not returned with a bid.
 - **Racetrack Well Bids:** I have not received any bids but I received a phone call today from Gary with ERC. He had some questions, the POD with BLM does not match the engineered plans he wanted to know if the trench, according to the POD, really needed to be 4' wide which is way bigger than needed. Plus the plans show the trench width is less than 36"(3'). According to BLM, the trench can be no wider than 4' wide. He suggested an extension to the deadline to schedule a pre-bid meeting with all of the contractors to make sure they are all on the same page. I told him I would need to ask the Board but at the very least I would try and put him in contact with Mike Rice who can speak to the POD with BLM.
 - **Poland Junction VFD:** With Ed out of commission right now, I had an electrician recommended to me by Congress DWID who came up yesterday to take a look to help us get the electrical portion completed. He is going to review the pumps and drives and get back to me on his plan. He is very familiar with the type of setup and had some great feedback for me.
 - **Chimney Wells** When ADEQ is up here on April 2nd they will also be meeting with Chimney Ranch trailer park, they have PFAS in their wells, and ADEQ feels it would be a pretty good guess that we will as well at our Wells. ADEQ would like to see a way for us to work with Chimney Ranch for a combined grant that will be a win/win for the District and the Trailer Park.
 - **No update on Oakhill's or EPA Lead and Copper rule.**
- **Website**
 - In the past 30 days our website has had 368 views and 179 unique visits
- **Financial**

- **March Deposit:** \$12,356.41
- Fiscal YTD P&L and the P&L Comparison are included in the packets.
- **Correspondence and additional information in board meeting packets.**
- **Training:** This month I attended 2 webinars Water and Wastewater Sector Threat Briefing with the EPA and Navigating Workplace Dynamics: Working with Staff, Diversity and Conflict Resolution. I will be doing some threat analyses with the information provided in the EPA's webinar. **In your packet is a list of some of the trainings, classes, and meetings I have attended this past year I try to attend 1 or 2 a month.**

4. OLD BUSINESS ACTION AND DISCUSSION ITEMS

4.1. Discussion on FY 24/25 budget

Ms. Befort let the Board know that in their packets was information on how she came to \$202,000 for salaries, this was based on the current 4 employees and the new Business Admin position with their regular working hours with a little cushion for the field staff in case of emergencies. Whereas in last year's budget, Ms. Befort included special projects in the salary budget. Ms. Befort stated she calculated 3 options for hours worked, low end, middle, and high-end. Ms. Befort used the middle number for the budget. Ms. Befort stated she is going to need more information for some of the other numbers depending on whether we go for a contract for the Racetrack well and if that is completed this fiscal year or next. If it is not until next fiscal year that could add \$200,000-\$400,000 to the budget. There will also need to be funds earmarked for tank maintenance. In 2017 the Tower tank was rehabbed which cost \$50,000. Ms. Befort stated next look at office building maintenance repairs, it was brought to her attention by a board member that we're going to want to look at creating an office space for the Business administrator and a new entrance for staff and painting and new flooring, so she added \$20,000 for remodeling the office. She also added to the office expenses for new furniture if there is going to be a new office we may need more furniture for the office she was not sure if we could reuse what we already have. She clarified that until there is clarification on what direction we are going she can't finalize the budget. However, she did find out that the Budget does not need to be to the County until July 1, which gives the District an extra month. While talking to other systems it was recommended that we do a system audit, part of the rate increase was not only to pay industry wages but to also replace our equipment/assets that are at the end of life. If she can get a system audit completed before this budget is due, we can work into our budget for next year and years to come to replace those assets. She highly recommends we do the system audit.

Chairman King stated that we did have a special board meeting and thanked those who were able to attend. We did get a lot of good meaningful information and printouts of the way the money has been spent and our profit reports and encouraged everybody to take a look at those and start thinking about questions they might have and understanding of the revenues and the expenditures. As far as any kind of updating, which hasn't been done for a while to this particular building, we did take care of the rental, Chairman King asked Ms. Befort how much have we spent on repairs to the rental. Ms. Befort stated that looking at the proposed budget so far, \$2,300. Chairman stated that was, \$2,300 for the flooring and whatever else we have done. However, we still have a few more things to do and were hoping that that might be able to come out of a contingency fund from this year, so we don't have to be dipping into next year's budget, especially to that amount.

Chairman King asked if any other Board members had a question about the budget.

Kathy King

Member Jones asked. Is it figured in the budget for salaries with the new employee that's coming on? Chairman King said Yes, Mardi did say that. Member Jones asked How much money are we going to set aside for that? Chairman King stated she did an industry comparison with the job description that she gave everybody and the starting salary would be \$40,000 for full-time if it's approved. Clerk Guthrie stated We did approve it. Chairman Kings stated I mean if they hire somebody. Ms. Befort stated she did not know if they approved the salary, but to post the job out there. Chairman King stated we talked about it. Clerk Guthrie stated that it was on the job posting Chairman King stated that it was based on industry salary and feedback she received from other people that's pretty low, considering we don't give benefits and don't have retirement. Ms. Befort stated that it would be \$92,000 between the two positions. Chairman King stated that it'll be an important thing for us to have being that we're going to be having to have regular audits and have a little bit more documentation for things.

5. NEW BUSINESS ACTION AND DISCUSSION ITEMS

5.1. Discussion and possible action on water storage tank inspection report and recommended maintenance and repairs.

Ms. Befort explained after the tank inspections I was supposed to get the reports back today to review with the Board for this meeting. But he was not able to get them completed for me. He did state that we have some urgent items to address. But nothing immediate.

Ms. Befort stated that she could not find any records of any of the tanks being drained and cleaned She could not any records, financially, anything showing that we've ever had that done. The only record was of the Tower tank in 2017 when the tank was drained, sanded, and sandblasted.

Chairman King and Member Jones recall something from 2013 or 2014.

Ms. Befort stated that it is recommended for tanks to be drained and cleaned every three to five. She would recommend this coming year. We put it into the budget. To drain and clean to 2 tanks this year, two tanks the year after that, and 2 tanks the year after that we should then be able to get into a rotation of having one done a year after that. We also need to look at painting all of them. There are some other safety concerns that he found and look at replacing Jacob's tank and Poland's tank coming up.

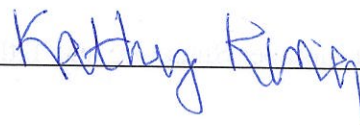
Chairman King stated that might be a good area for looking into the possibility of some grants.

Ms. Befort stated that most of the grants out there are 50, 50 grants. So we are still going to have to work in the budget to pay for half of it.

As soon as I have the reports, I will get pricing on the recommended repairs. He said for draining and cleaning we are looking at about \$10,000 per tank, he said there's a short window of time for painting because you can't do it when it's too cold or too hot.

5.2. Discussion and possible action on financial audit.

Chairman King stated she requested this be on the agenda and this is just a preliminary thing for board members to think about. We have not had a financial audit for probably nine years. We are probably in line to have that done. She reminded the Board she brought to the Board's attention the recent state legislation that could very well get passed. That's going to require us to do that. She is being proactive, She feels if the board directed her to start finding out information about how much they cost? If I could



get permission to start gathering information about financial audits for water districts, I would appreciate the support to gather that information, and then I would come to the board and present the information in my chairman's report.

Clerk Guthrie stated she would like to make a motion. Chairman King stated she did not think it was something that needed to be voted on because this was just preliminary. She just wanted to get a little feedback.

Member Francen asked Do you have a range or a price that these costs?

Chairman King stated that's what we need to find out. Our current CPA, Stephanie Irwin, gave me the name of an auditor she would recommend. Chairman King thought she would start there. If you guys want to start looking at information, it's not making any decisions or any commitments for the district, just finding out information about what this all entails.

Clerk Guthrie stated she is in support of that.

Chairman King stated if I don't hear any no's about that I am going to go ahead and start looking into it.

5.3. Discussion and possible action on Facebook policy.

Chairman King stated that she was asked to put this on the agenda, and the floor is open about what we should do with this because we don't have a policy. This is one of the things I thought would be under the responsibility of maintenance by the business administrator as a form of communication. So, it's out on the floor right now for discussion.

Member Burruss stated she had a comment, in her opinion the Facebook page opens a door for criticism from people who know zero about what it takes to run the water company and maintain it. I'd rather see our webpage be more current and visionary about what we have done with this board and what we plan on doing. So people can go to our web page and see what we've done. We've accomplished a lot and they don't know that because nobody's telling them. So, we don't need Facebook. We just need a regular web page.

Ms. Befort stated to the answer, the answer to the negative comment was yes, but that does happen. But what I have done up to this point from when we started to now is that I do not engage in conversations with people on Facebook unless it is, when the water is back on. If someone has a negative comment, I let it go. Tosca had recommended you cannot turn off comments or you should not turn off comments because we're a government entity or it was you can't delete comments. She could not remember exactly what Tosca said but essentially you can't filter them out. You either allow them or you don't.

Member Burruss said we don't have to have a Facebook page. We can't edit comments we don't have to have a Facebook page. Yes, we're a government entity. We have our web page. We don't need that. We don't need to deal with that and it's taking up your time and you've got a lot of other things to do. You're a busy girl. So we don't need that. We don't need to engage in that stuff. We just have our web page, our accomplishments, what we've done since this board has been on here, and what we are presuming to keep going and build a better community for everyone in Mayer. We don't need Facebook.

Member Francen We don't need that. I agree. That's my opinion. The web page should be enough.

Chairman King stated Yeah, I guess I do too. Thank you. How about a motion to suspend or not?

Member Burruss said well, I make the motion that we get rid of Facebook.

Ms. Befort stated this is one way to be able to communicate with people. Because if the water is out, a lot of people go to social media and it's easier to update social media out in the field than it is to get on the website.

Chairman King stated We have a robocall too.

Ms. Befort stated if you're not in the office, you can't do that if it's after hours and someone's not here to do that. It doesn't take up much of my time because I pre-do everything at the beginning of the month when I update the website. I schedule all of it for the entire month.

Member Burruss stated to Ms. Befort Let it go.

Chairman King stated I'll second. Okay. The motion to suspend the Facebook account for the Mayer District Water District has been moved and seconded.

Member Burruss moved to get rid of Facebook, Chairman King 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Nay, Member Francen – Aye, Member Burruss – Aye, MOTION PASSED

Chairman King stated just so you know we can always revisit this at any time in the future if you wish to have it on the agenda.

6. ANNOUNCEMENTS

6.1. The next regular board meeting is Thursday, April 25 at 6:00 p.m.

7. ADJOURNMENT

Chairman King moved to adjourn at 6:33 p.m., Member Burruss 2nds, Vote – Chairman King – Aye, Clerk Guthrie – Aye, Member Francen – Aye, Member Jones – Aye, Member Burruss – Aye, MOTION PASSED

