

Draft

Minutes of Ponderosa Park Domestic Water Improvement District Board Meeting

Tuesday, March 16, 2021

Call to order

- Robert McBurnie, interim chair called the meeting to order at 6:02

Roll Call

- Present: A. J. Adamkiewicz is on the telephone/speaker. Derek Rice & Bob McBurnie

Approval of February 16,2021 minutes

- McBurnie made a motion to accept the February 2021 minutes be accepted, with an addendum. The addendum is that the vote for the November 2020 minutes to be accepted was out of order and failed and the November minutes will remain unapproved. 2nd Adamkiewicz
- Discussion/explanation of November 2020 minutes, the vote was out of order and failed. No more discussion about approving the November 2020 minutes.

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Bob McBurnie, the motion passed unanimously.

Resignations

- McBurnie made a motion to accept Al Jossis, Mary Meyers, Michael Wimmers resignations. 2nd Adamkiewicz
- Discussion of Yavapai County regulations on resignations, that states that you cannot abandon your post until a qualified replacement is approved, therefore it was abandonment of their post and oath of office. The processes to contact the board and the county board of supervisor's office was also discussed.

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Bob McBurnie, the motion passed unanimously.

Board Member Oath of Office/Appointment

- McBurnie made a motion to confirm Jackie Wheeler as a new board member to complete the end of the year. 2nd Adamkiewicz
- Discussion of her completion of the oath of office, and she read the AZ open meeting laws.

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Bob McBurnie, the motion passed unanimously.

Jackie was invited to join the board as a voting member for the rest of the meeting. Mc Burnie thanked her for her public service and welcomed her as a new board member.

Board Member Assignments

- Discussion on board assignments to accomplish business with Foothills and Chase banks.
- Rice made a motion to change McBurnie's role from interim chair to chair in conjunction with the secretary of the board. 2nd Adamkiewicz

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Jackie Wheeler, yes- Bob McBurnie, the motion passed unanimously.

- McBurnie made a motion to accept Derek Rice as Vice Chair of the board. 2nd Adamkiewicz

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Jackie Wheeler, yes- Bob McBurnie, the motion passed unanimously.

- Jackie Wheeler and AJ Adamkiewicz will remain members at large for the present.

Legal Services

- McBurnie made a motion to accept an agreement with Robert C. Kozak for legal representation. 2nd Adamkiewicz
- Discussion of services, call as needed, he has reduced his fees to save the district money. He only wants to be called upon if we really don't understand the law.
- Discontinue the use of Steve Wene, SUM attorney.

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Jackie Wheeler, yes- Bob McBurnie, the motion passed unanimously.

Financial Services

- McBurnie made the motion to accept an agreement/contract with C. Stephen Crandall, CPA for services as a financial manager. 2nd Adamkiewicz
- Discussion of future services the he offers. Help with budget, rate review, capital project budget, general review of all bank/financial activities. Trial agreement up to 20 hours of work for \$750.00 a month. Starting on April 1, 2021

Vote: Yes- A. J. Adamkiewicz, yes- Derek Rice, yes- Jackie Wheeler, yes- Bob McBurnie, the motion passed unanimously.

Operator/Manager- Stuart McLean, Darinda Chacon

Discussion of Capital Projects

- Wells/pumps, 1-2 per year at \$2,500-6,000.00. Our wells are past 10-year expectancy. Recommend \$50,000.00 reserve per year.
- System repairs, main line repairs. \$10-12,000.00 plan on 1-3 per year, budget \$30,000.00 per year.
- Storage tanks, in good condition, contract with Suez for maintenance. Full replacement possibly by 2035 @ \$2.00 per gallon. SUM will provide the Suez contract for the board.
- Chlorination system is liquid injection, 2 pumps are new last year so plan on \$1,500.00 per year for maintenance. Blending station and Manzanita well.

Manzanita Filter Upgrade

- Working great, head pressure is down, double filters.
- Not planning on doing a pressure switch. Daily check on filters.
- 1 Micron filter, not tried yet/research/increased cost/ consider adding a few/approval to test the 1 Micron.
- The filter change is a nominal cost and McBurnie gave approval to purchase 1-micron filters.

General Update on the water system.

- Safety item: Open hole outside a well, follow up with Bryan.

Financial Activities

- Suez contract from Dorinda Chacon of SUM, 2021 charge is \$18,508.94 from \$17,000.00 budgeted.
- Questions on SUM Monthly charges for February service: \$5,701.92,
 - 235 termination notices out of 300 users. Dorinda Chacon, will follow up with Cindy Ward

- Postage fees, 52 cents per envelope.
- What are bank fees, Dorinda Chacon, will follow up with Cindy Ward
- Consider a conference call to explain the financials would need to be a public meeting. Add to next agenda.
- Add Jackie Wheeler and Stephen Crandall to financial email distribution list.

April Priorities/ Agenda Items

2021-2022 budget with public input

Rate Review with public input

Schedule special budget meeting: 7 days after tentative budget

Bank Accounts updates

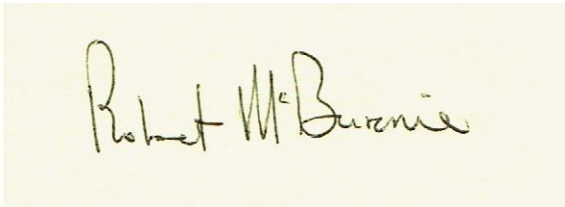
Review of financials with SUM staff

Monthly Water System review by Mclean

Ways to provide transparency to the public input re: policy's

Adjournment at 6:54

Draft Submitted by Robert McBurnie, chair and secretary of PPWDID

A handwritten signature in black ink on a light yellow background. The signature reads "Robert McBurnie" in a cursive script.

Signature