

Minutes for Tuesday, November 16, 2021 at 6:00 pm

Notice and agenda for regular meeting of the Ponderosa Park Domestic Water Improvement District

Pursuant to A.R.S. 38-431.01, 38-431.09, 38-431.02(H) This meeting is open to the public and the following topics and variables will be subject to board consideration/discussion/approval or other action. The meeting will be held at 4619 South Deer Trail, Ponderosa Park, Prescott AZ. Persons with a disability may request reasonable accommodations by calling 928-778-6869. Copies of the agenda can be obtained and printed from Southwest Utility Management website. The board supports the CDC, state of AZ and Yavapai County guidelines for COVID-19 pandemic, please protect yourself as necessary.

Audit & Accounting Solutions, LLC: Stephen Crandall or John Sullivan one or all may be called upon to answer questions for the board meeting.

Volunteer Recorder, Sharla Peterson may be called upon at any time, to answer questions regarding agenda and minutes.

Agenda

Call to order/time: 6:01 pm

Roll Call

Robert (Bob) McBurnie present, Derek Rice present on phone, PhD, AJ Adamkiewicz present, Jackie Wheeler present

Approval of **October 19, 2021** minutes

No Discussion/explanation/corrections. Motion to accept the minutes by Jackie Wheeler/Second by AJ Adamkiewicz. Vote: Robert McBurnie yes, Derek Rice yes, PhD, AJ Adamkiewicz yes, Jackie Wheeler yes. The approval of the 10-19-2021 minutes passed unanimously. Volunteer Recorder, Sharla Peterson.

Budget Updates by Jackie Wheeler, treasurer

Summary reports for August and September, nothing different other than water usage is dropping, net profit is higher. October email with attachments, just received with nothing outstanding but no summary report at this time. Email from insurance agent, the indemnity/liability for board members is coming up due, by January 16, 2022. Pay it now and have it sent to SUM.

Monthly billing charges with SUM. Called and emailed with no response from SUM. Invoice with \$240.00 with no explanation. The second stated "fuel". A revised invoice without the \$240.00 was received with no explanation after Bob reached out to Stuart Mclean. Stuart followed up asking for an explanation and he also had no follow up. \$5707.27 was the final total. Jackie followed up with the trash bill and paid it with the credit card to Discount Trash, no invoice but will be on the Foothills statements.

SUM charges to transfer information to the new accounting firm. Bob and Jackie will follow up with the billing as it is unknown at this time.

Update on contract. (All board members and Stuart Mclean)

The contract awarded and signed with Fann Environmental

Bob notified the companies that submitted RFPs as required. Stuart Mclean of Arizona Utility Management was present, Robert Hanus, of Western Environmental Technologies was sent an email to notify. Notice to SUM that we are discontinuing their services.

All equipment, tools and extra parts inventory list, Stuart reports that there is a live inventory at the garage. Will get a copy to the office. Also include the new tablet for reading meters.

December board meeting

Board members all agree to cancel December 21, 2021 meeting. If a meeting is required a special meeting can be called, or the week before. Bob will follow up with the years end stipends for board members. January 18, 2022 will be the next meeting.

Operators Report (Stuart Mclean and all board members)

Filters working, 24-36 hours between changes. Don't cost that much more but we are using 3 x the number of filters. Inventory through the end of January.

Well conditions: Kaibab sounding 120' and recovering, Prescott Pump out to fix pump, turned out to be a contactor, inside the pump protector, no invoice yet but will be much lower than the estimate of \$1200-1500.00. Submit invoice asap with SUM.

Update on Facilities Maintenance: Painted and caulked the trim on the office. Shop/blending station and Kaibab were weed eating and the other wells will be done this month.

Buildings maintenance for future budget, this will be attachment A to the minutes. Will be scanned and sent to the board. Thank Brien for writing up the report for budget. May want to consider buying some well and booster pumps to have on the shelf. Prescott Pump will set aside for PPDWID. Bob will follow up with Fann to be sure there is a need.

Suez will be here tomorrow to look at tanks. One tank needs exterior paint and one tank needs interior paint. This has already been paid for, at \$18,500.00. Tank needs to be drained to paint. Jackie has Suez contract, will copy for office file.

Regarding Level Com program for tank levels. Stuart will follow up with board with an email.

Tablet for Brian, it is functioning he is happy about the process on new tablet and he is able to show the up a last 30 days read. He is asking for a WIFI printer to use with the tablet to print out for customer. Will need to figure out a tariff for a reading with tablet. Board will follow up with new tariff charge

Water Testing up to date through the end of the year. All tests are logged with ADEQ. Fann will do new CCR in April.

Complaints/problems: 20 work orders, one brown water call that is routine. 2% is our current water loss.

Thanks to Stuart Mclean and Brien Maize for all their work. Pleasure to work with. Stuart has made himself and knowledge available to the new board.

Discussion about a website/ internet/email

Phone service to be discontinued.

Email, may be needed for escrow accounts and blue stake, forwarded to SUM. Jackie will change the forward rule at the end of the year. Will discuss it further at next meeting and also what Fann will need.

Internet- Change to Sparklight. Bob will follow up.

Website- No Face Book. Need a professional site, may tag on Fann's website? Fann suggests that we set up our own site for \$2,200.00. How much other costs for maintenance? No board members know how to build a website. Can communications be done with the monthly bills. Posting for minutes at three current sites. Minutes have to be available for inspection do not have to be posted due to our small size. May not need our own website. Google PPDWID direct to Fann's website. The expectation is that customer service will be much better with new management company. Table for further discussion.

Next meeting agenda items (all board members)

Let Bob know at least a week before for next month's agenda.

Changing to Sparklight Bob will follow up.

Board officers' responsibilities and duties

Website/ internet/email/fax

Call for the meeting to adjourn at 6:56. Vote was unanimous.



Sharla Peterson

Volunteer Recorder