



VILLA GRANDE

Domestic Water Improvement District

Note: All meeting minutes are posted for informational purposes only. The board of directors does not ratify meeting minutes until the next scheduled board meeting.

Minutes

December 4, 2019 • Regular Meeting

Call to Order: Allen Grant called the meeting to order at 7:00 pm

Directors Roll Call: Present were Allen Grant, Cauly Washburn, Terry Eickstaedt and Ray Roerdink. Bernie Vargas was absent.

Discussion/Action Minutes: Minutes from November 6, 2019 Regular Meeting. A motion was made by Ray Roerdink to approve and ratify the minutes for the 11/6/19 Regular Meeting as written and seconded by Terry Eickstaedt. Vote unanimous 4-0. Motion carried.

Call to the audience: None present to address the board.

Discussion/Action: ADEQ. Joni Roerdink met with Stephen Cooper on 11/7/19 for his signature on the Revised Resolution 2019-07-02.02 which was approved by the board on 11/6/19 and signed by the board of directors. After obtaining the signature of Stephen Cooper, Joni emailed a copy of the signed document to WIFA and mailed the originals and other signature pages for the Amended Loan Documents for overnight delivery in order for our loan to close timely. Joni was notified the documents were received and she received copies of the Amended Loan Documents after it closed. The Amended Loan has the same loan conditions as the original loan. The loan amount was \$360,000 with 90% principal forgiveness. The interest was to remain the same. We were also asked to add the paragraph in regards to annually setting rates and tax levies to offset operating expenditures 1.2x Debt Service Coverage.

Joni also received an email from Richard Mendolia, the Environment Program Supervisor with WIFA, stating he was leaving on December 13th. This will be his last day with WIFA. Richard had received an email from the Fish and Wildlife Service (FWS) that they had some concerns about how the evaporative pond would impact migratory birds. We had to address the issue. Richard asked specifically what they were looking for. Scott Richardson at FWS responded according to the terminology in the Aquifer Protection Permit (APP) regarding the monitoring and inspections, visually inspect monthly or during and following a storm event of 1-inch or more precipitation and take appropriate action if there is evidence of:

1. Visible liner tears, punctures, cracks, deformities, or other damage due to sunlight, wind, weather debris, vegetation or other causes;
2. Animals, or other adverse conditions affecting liner stability;
3. Accumulation of erosion and other debris and/or
4. Spillway and connecting ditch integrity/instability or impairment

While there is nothing specific stating that we have to do this, we still have to apply for the APP permit. Richard spoke with Scott and told him we were a very small company and can't afford to cover the evaporative pond. He asked Scott what he wanted VGDWID to do because there are no specifics outlining what we are required to do. Richard told Scott Richardson that he had contacted VGDWID and spoken to us about it and asked if we were willing to check the evaporative pond on a monthly basis for three months. If we find any dead animals during the 3-month monitoring period that we would contact FWS and let them know and see what additional measures that we had to take. We will not be required to hire someone to do it. Jack Cook stated that he would check that on his weekly visits to the well site. It doesn't need to be a formal process. Scott wanted to ensure that FWS, VGDWID and Richard were all on the same page and that VGDWID would agree to these conditions. Everyone agreed. It is not a regulatory requirement but as long as everyone agreed, it would be acceptable. Scott made the comment that he was happy we even addressed the issue.

Joni Roerdink also emailed Richard on 12/3/19 and asked about the permit costs. Joni was told we need the APP permit. VGDWID was already aware of that. VGDWID would also be required to apply for an ATC/AOC permit. Joni mentioned to Richard that we are currently under a "conditional ATC/AOC" for well #2. This is conditional upon the installation of a nitrate treatment system. Joni asked if this could be combined with the current ATC/AOC we have already applied for since that has already been paid for. The estimated cost was about \$3,500. Joni has not heard back yet.

ADEQ will be coming to VGDWID for the sanitary inspection at the well site on 12/5/19. Joni and Jack Cook have spent considerable time preparing the required documents and preparing for the site inspection. This is the same type of inspection we had 2 ½ years ago. Now there is a pre-checklist that we have to prepare and submit in advance of the actual inspection. Many more items were required to be seen for the inspection. We also had to submit copies of our Lead and Copper Sampling Plan and copies of our Emergency Operations Plan. The plan that we had prepared for 2017 needed to be updated. Rather than use that one, Joni actually used the one we prepared in August 2019 for USDA and WIFA. This Emergency Response Plan is actually much more detailed. We had to submit an electronic PDF copy to the inspector prior to his visit so he could review before arriving onsite. We are also required to have a copy in the garage at the well site. Joni and Jack both have electronic copies of the ERP on their phones. The inspector also wanted to see our Stage 2 Disinfection Byproduct (DBP) monitoring plan, the Total Coliform Rule Sample Siting Plan (MSSP) and a few other reports that we did have available. Jack also went through the sites and physically checked that everything was in good condition. We were given a list of what would be looked at such as cracked well slabs, screened turned down vents, seals, buried foundations and excessive vegetation. Jack took pictures of all checklist items and submitted to the inspector in advance of the visit.

Discussion/Action: Well #1. Jack mentioned he had not had any issues with well #1.

Discussion/Action: Well #2. Jack mentioned he had not had any issues with well #2. Jack hasn't had any issues with the booster station this month. He is still checking the timer weekly because we are not using as much water. We are currently off only by a minute or two.

Discussion/Action: Generator Maintenance Update. On 11/13/19, Joni picked up the parts Terry Eickstaedt requested. They were installed and everything is running well. The temperatures were good. The fuel level was at $\frac{3}{4}$. All fluid levels were good. There were 353.1 hours on it. Terry did not change the serpentine belt.

Discussion/Action: Managers Report. Joni Roerdink reported the following:

- Water bills were sent out on 12/2/19.
- Final notices were sent out on 12/3/19. There were 35 delinquent customers.
- Disconnects are scheduled for 12/13/19. There were no disconnects in November.
- Past due amounts are \$3,114.41
- Joni Roerdink received a letter from the insurance company that had requested a copy of our asset list, which was submitted. Joni also submitted pictures per their request of the assets. They updated our policy to include the assets. Our assets went from \$45,000 to 1.4 million dollars in assets. The annual increase in our premium for this change was on \$589 for the year.
- Joni is still working on the costs for installing new service lines discussed in a previous meeting to allow the directors to adjust the rate schedule for 2020-2021. Terry was going to try and get some costs for boring and he didn't get a call back. Cauly hadn't had a chance to check. Joni also needs to check costs for rentals that may be required for new service line installation.
- Joni is preparing documentation for the annual review for Pinal County that will be sent to Henry & Horne, preparing for end of year filings and financial reports for WIFA and USDA.
- We also submitted the Lead and Copper LCR-C form to Holli LaBrie for compliance. This is a new form and Jack and Joni had worked with Holli to make sure it was completed correctly and filed timely to avoid any violations.
- One item that ADEQ did ask for in their checklist is the ADEQ Operation & Maintenance Manual Official Version. The Security Inspection we did in September asked for the same thing. We explained we are currently working on one.

Discussion/Action: Equipment & Site Report/Lab Tests.

- Nitrate sample taken on 7/10/19 was 17.4 ppm. Resample was taken on 7/18/19 and came back at 17.8 ppm. Jack Cook just took the nitrate sample for the current quarter. It should be coming back any day.
- Coliform sample came back absent.

Discussion/Action: Meters/Installations/Reinstallations/Leaks/Repairs.

- Fixed and reset 1 meter box
- Operations services routine (preparing for site inspection)...inspected hydro tank timer, chlorine injection, etc.

Discussion/Action: New Water Line Installation. Our loss for November was 1110 gallons (297 gallons in October). Joni did email Elijah Gray but hadn't heard back yet. Joni reminded him he had mentioned he was going to take our issue to his next staff meeting to see if he could get us some help. Cauly mentioned that he found the Bluestake marking for the water line running from the NWC to the canal is not where it was marked. Cauly was putting up a fence and hit the line. The line is only about a foot deep. Jack Cook came over and ran a steel line before fixing it to determine where the line was and it is right along Cauly's fence line and doesn't cross where we were told it crossed. It runs straight right up to the berm.

Discussion/Action: Approve and Ratify Expenditures & Purchases. The Board reviewed the Expenditures and Purchases for the month. Ray Roerdink made a motion to approve and ratify the expenditures and purchases as written for November. Terry Eickstaedt seconded the motion. Vote unanimous 4-0. Motion carried.

Adjournment: The Agenda being completed, Allen Grant adjourned the meeting at 7:25 pm.

Date _____

Bernie Vargas

Allen Grant

Ray Roerdink

Cauy Washburn

Terry Eickstaedt