



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

October 5, 2016
Regular Meeting

Call to Order: Bernie Vargas called the meeting to order at 7:00 pm.

Directors Roll Call: Present were Bernie Vargas, Allen Grant, Ray Roerdink, Mirando Ketner and Cauy Washburn.

Discussion/Action Minutes: Minutes from September 7, 2016. A motion was made by Allen Grant to approve the minutes for September 7, 2016 as written and seconded by Ray Roerdink. Vote unanimous 5-0. Motion carried.

Call to the Audience: No one made a request to address the board.

Discussion/Action: Well Site Security Update: Joni Roerdink stated that she had mailed the letter to Mr. and Mrs. Shamp and as of October 5th, she has not had a response from them. Ray Roerdink mentioned at the last meeting if the Shamp's didn't respond by the October meeting, the board should move forward with the project just fencing the property owned by the water company. Allen Grant supplied the board members with some plats that he had received from the county a few years ago when he purchased his property. The plats were provided to give approximate distances to calculate the cost of the fence. There are approximately 900 feet of fencing. Cauy Washburn stated the cost for the top rail and cable will be about \$1.80 per foot. There would be the upright posts that need to be set which would bring the amount of pipe to approximately 1600 feet. Bernie Vargas and Cauy Washburn stated they would get quotes on the pipe. Quotes should be submitted to Joni Roerdink so we can move forward. Bernie also stated he may be able to get the cable donated. We will also need to purchase concrete. Cauy thought we would need about 40 bags of concrete. The board agreed that once we receive the bids for pipe, Joni could call the company with the lowest bid and order 1600 feet of pipe in 21-foot lengths. She should also ask if they deliver and if so, have it delivered to the well site so it will be there.

Discussion/Action: Generator Maintenance Update: Terry Eickstaedt checked the generator in late September. The generator had two more hours than last month. He tried to check it on 10.4.16 but there were too many bees for him to check. Terry Eickstaedt contacted Joni Roerdink about the bees so she could contact an exterminator.

Discussion/Action: ADEQ Action Level Exceedance for Lead. Ray Roerdink prepared a letter to Mr. Fiegen addressing the additional tests that were performed and the new test results. Mr. Fiegen has not responded to the letter and Joni Roerdink is not sure that he will. Joni also submitted all the test results including the re-tested sample results to show that we are in compliance at this time.

Discussion/Action: Well #1 Video Scan. Joni Roerdink has received two of the three required quotes. She has not received the third quote back. Joni also sent a copy of the driller's report to Jack Moore at Coolidge Engine and Pump along with the answers that she was able to get about the well that he had requested. Joni

has not heard back from Jack Moore since she sent the driller's report. Bryan Weber from Weber Water Resources actually came out to the well site. Based on his observations with the #8 wire that was used and the size of the pump, Bryan believes the pump is approximately 600 feet down. According to code, if the pump is lower than 600 feet, a different size wire would be used. The quote was not available to Joni before the start of the board meeting. Joni expects the quote from Weber Water Resources quote to be higher due to them being located in Chandler. Ray Roerdink made a motion that after the three quotes are received and sent to each of the Board of Directors for review, Joni will submit a work order to the vendor with the lowest bid for the work to move forward. Motion seconded by Caury Washburn. Vote unanimous 5-0.

Discussion/Action: Well #2. Danny Baeza was unable to attend. He told Joni Roerdink prior to the meeting that Well #2 has been running well and he hasn't had any issues. He will be doing the Nitrate sampling on 10.10.16. The Nitrates on Well #2 were 9.2 for September, which is down from 9.4 in August.

Discussion/Action: ADEQ Consent Order Status and Compliance Reports. Joni Roerdink stated all compliance reports have been submitted timely. The monthly progress letter was also submitted.

Discussion/Action: Website Update. The website was published and the link emailed to the directors. Joni Roerdink gave a demonstration of the website and all the different links. She will be working on the links to upload the documents for prior years. This will be an ongoing project since we have all prior year documents from 1999 to date to upload. Joni Roerdink asked all recommendations to be emailed to her. According to state record retention requirements, all minutes, lab tests, etc. must be maintained indefinitely and be made available to the public. The web site will provide this public access. The web address will be shown on the water bill and posted on the information boards with the agenda. This will be a work in progress. The website will have a page for service providers to advertise services that are available in the area such as Internet services, trash removal services, cable TV providers, etc. It was mentioned a couple of months ago that we may charge service providers to advertise their services on our website at a minimal cost to those service providers. This could pay for our annual website expense.

Discussion/Action: Managers Report. Joni Roerdink reported that there is approximately \$2,500 in delinquent accounts at this time. The past due notices will be mailed on 10.6.16. Past due water bills are being mailed out on colored paper to alert the water customer their water bill is delinquent. Joni has also started adding a notation at the bottom of the current water bill that if the delinquent amount is not paid by the specific date shown on the bill, water services will be terminated on that date. Joni also mails out a Final Notice the day after water bills are sent out and posts a disconnect notice at the residence three days prior to disconnect. One service was disconnected for non-payment in September. The customer was charged the \$35.00 re-connect fee. Joni also had one check returned for NSF. The customer was notified and charged the additional \$50.00 NSF.

Joni Roerdink stated that on 10.4.16 she met with the exterminator to remove the bees at the well site. There are at least two beehives under the garage at the well site. Joni needs to have shelves and cabinets moved inside the garage so the exterminator can access the hives by removing the floor inside the garage. After the hives are removed, we will need to seal all the holes in the metal skid the garage sits on to prevent the bees from coming back. We will also need to foam the gap under the skid so the bees don't come in those spots. Bernie Vargas and Allen Grant volunteered to move the supplies in the garage on 10.8.16.

The election office contacted Joni to see if anyone had contacted the water company regarding any write in candidates. Joni told them no one had contacted her. The election office also emailed a copy of the ballot for Joni to proof for spelling of names and candidates. Joni and Ray Roerdink both proofed the ballot and Joni returned the proof as being accurate as sent. One final email was sent to Joni regarding the length of director terms that she confirmed and returned.

Joni got the three quotes for the trencher rental for the service line over on Carter Lane. After reviewing all three quotes, Blue Line Rental in Eloy would be the least expensive overall because they would deliver and allow us to keep the trencher all weekend if we secure it in the well site. All three companies are closed weekends. The other two companies have a delivery and pickup charge unless we want to pick it up. This would add an additional 2-3 hours of rental time in transporting back and forth.

Danny Baeza met with the representative from Hach and found the meter that Danny has been using for Nitrates was a bad meter and will get him a new meter. His test results should be closer to the lab test results with the new meter.

Discussion/Action: Equipment & Site Report/Lab Tests. Nitrates were 9.2 and the Coliform tests came back normal. There were no other issues with any of the equipment.

Discussion/Action: Meters/Installation/Reinstallations/Leaks/Repairs. Danny did not do any repairs or leaks in September. He did do a couple on the first of October. While Danny was reading meters, a water customer approached him about low water pressure on his property. Danny did not mention where the property was located. Danny Baeza told the customer that it was likely the back flow on the customer's side. The customer said he would check that.

Discussion/Action: New Water Line Installation. Danny Baeza took the measurement and the distance is 540 feet on Carter Lane. The line is 1½-inch line. Cauy Washburn called the vendor and was told it would take a little bit of time to get the line in. They do not keep it in stock. Cauy Washburn spoke with Danny Baeza last weekend and asked him to put a 1½-inch shut off valve there so the water could be shut off at that point. Cauy also asked Danny to check the NWC meter at that time while the water was turned off to see if it was still spinning. If it is spinning and the water is off, then we would not have to go to the expense of putting in the new service line. Joni Roerdink will email Danny to install the shut off valve before any other repairs. If the NWC meter is still spinning when the valve is shut off, our leak is between the meter and the valve and we need to explore other alternatives before installing the PE pipe. We need to know the outcome before ordering the black PE pipe. Cauy will also check on prices for meters and boxes. Joni Roerdink can then place the order for supplies to keep the costs down. Cauy will also work with Joni regarding what supplies and vendors to use. Cauy Washburn also stated a concern regarding the issue of only Danny Baeza knowing the information regarding the water company. Cauy Washburn recommended the water company needs a manual of everything that is being done so Joni Roerdink has a record of how the water company is being run. Cauy has been working on a form to keep track of information for pumps, etc. Cauy Washburn also mentioned the water company needs to have an emergency action plan in place in the event of an emergency. Since we are operating on one well, we need to know how much water is on hand in the event of an emergency. If the pump should go down on the well, it would take a few days to get it up and running again. We also need to work on finding someone to haul water and get it set up before an emergency. We also need to know how much water we use per day as a water company. We need to have an operating manual on hand. Cauy Washburn is currently working on this. We also need to get the extra pump and booster pump that are sitting in the yard put in the garage. Danny stated that both are good.

Discussion/Action: Approve and Ratify Expenditures & Purchases. The Board had reviewed the Expenditures and Purchases for the month. Ray Roerdink made a motion to approve and ratify the expenditures and purchases as written. Miranda Ketner seconded the motion. Vote unanimous 5-0. Motion carried.

Adjournment: The Agenda being completed, Bernie Vargas adjourned the meeting at 8:16 pm.

Date _____

Bernie Vargas, Chairman

Cauy Washburn, Director

Allen Grant, Vice Chairman

Mirando Ketner, Director

Raymond Roerdink, Director