



# 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

September 4, 2019 • Regular Meeting

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

**Directors Roll Call:** Present were Allen Grant, Cauy Washburn, Terry Eickstaedt, Ray Roerdink and Bernie Vargas.

**Discussion/Action Minutes: Minutes from August 7, 2019 Regular Meeting.** A motion was made by Ray Roerdink to approve and ratify the minutes for the 8/7/19 Regular Meeting as written and seconded by Terry Eickstaedt. Vote unanimous 5-0. Motion carried.

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

**Discussion/Action: ADEQ.** Joni Roerdink had spoken to Richard Mendolia from ADEQ. He had emailed Joni about additional information needed for the engineers. The engineers also wanted to meet Joni at the well site. The engineer called Joni and stated that they didn't think the pond would fit within the fenced area. Joni stated that was never the intention. He asked if they could come to the well site and physically see the location, the size of the property and the layout of the current wells. Joni met with Craig, Westland Resources, and provided him copies of the plat showing our lots. The plat also had the size of the lots on it. Craig also brought an electrical engineer for the electrical design. Joni did meet with them and answered as many questions as she could. They asked where distribution lines were; they asked if we had lab reports and also checked on the electrical. They asked about the size of our tanks, etc. Joni emailed the NCS report, lab tests and emailed the contact information for Jack Cook and Fiona at M3 Engineering. Joni told them M3 Engineering should have the drawings of all of the distribution lines, etc. since they prepared the original engineering designs. Joni also mentioned to Craig that M3 Engineering also walked off a couple of different areas where the evaporative could be located. Joni Roerdink also met with SWCA (environmental issues). They wanted to go over where the evaporative pond would be located and see if it would impact any wildlife. Joni told him the final design was not completed yet but showed him the areas that had been discussed. She also provided plat copies of our lots. He also asked if it would be fenced. He thought it had to be fence for safety reasons.

The public meeting was paused for an emergency with a board member at 7:13 pm.

The public meeting resumed at 7:29 pm.

**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.

**Discussion/Action: Generator Maintenance Update.** Terry Eickstaedt checked the generator on 9/4/19 and oil pressure is good. Terry stated that he had looked but didn't see any bees but bugs and spider webs were back. There were 344.9 hours on the generator. All other fluids looked good.

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

- Water bills were sent out on 9/1/19.
- Final notices were sent out on 9/3/19. There were 22 delinquent customers.
- Disconnects are scheduled for 9/13/19. There were 3 customers disconnected for non-payment in August.
- Past due amounts are \$2,518.90
- Joni had one NSF check that is scheduled for disconnect on 9/5/19 if not paid. Customer was notified and a reminder sent.
- Joni was called out late one night by a customer who was walking near the well site and mentioned hearing strange noises. It was the hydro tank. Joni contacted Jack Cook and he said the compressor needed to be plugged in. Joni went over and plugged in the compressor for 1½ hours to get it back where it should be.
- Joni went back again in the morning and it was fine. Jack stopped by while she was there. Jack checked what he needed to put the timer in while he was there.
- Joni was notified that Jack would be out of town all week beginning 9/9/19-9/13/19. We do have a backup operator on standby if an emergency should arise.
- Joni received the final draft of the ERP (Emergency Response Plan) from RCAC. This is not the same as the one prepared for ADEQ. Joni will contact ADEQ and see if they will accept the new one since our current plan for ADEQ needs to be updated next year. A copy will be provided to all directors, Jack Cook and Joni. A copy will also be located on-site. Raul Vazquez, RCAC, we also have to have the vulnerability assessment on hand in the event of any reported issue beginning with the initial phone call, etc. He also stated we need photo ID badges and if a new employee or operator is hired in the future, we need to have a background check done. This ERP is part of the due diligence required by USDA and WIFA. This is required to be updated every three years.
- Joni is still trying to get back and get the new online software running. She just hasn't been able to get to it yet.
- We also received a request from the insurance company for an updated asset list for the upcoming policy renewal.

**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
- Coliform sample came back absent.
- Lead and Copper, Stage 2 Disinfection were taken on 8/13/19 and came back 9/4/19. The letters will be sent out to those customers where samples were taken. ADEQ also has to be notified.

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

- Replaced two meters and boxes.
- Installed new timer to operate compressor and keep hydro tank full automatically. It still needs to be adjusted for proper amount of time.

**Discussion/Action: New Water Line Installation.** Our loss for August was 3537 gallons (3204 gallons in July). Joni Roerdink hasn't heard back from Elijah yet.

**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 August. Cauty Washburn seconded the motion. Vote unanimous 4-0. Motion carried.

**Adjournment:** The Agenda being completed, Bernie Vargas adjourned the meeting at 7:42 pm.

Date \_\_\_\_\_

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Bernie Vargas

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Allen Grant

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Ray Roerdink

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Cauty Washburn

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Terry Eickstaedt



# VILLA GRANDE

Domestic Water Improvement District

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## Minutes

September 19, 2019 • Special Meeting

**Call to Order:** Bernie Vargas called the meeting to order at 6:59 pm.

**Directors Roll Call:** Present were Bernie Vargas, Allen Grant, Terry Eickstaedt, Ray Roerdink and Cauy Washburn.

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

**Discussion/Action: Proposed Resolution to approve the WIFA loan Addendum.** Joni Roerdink had received a phone call from Richard Mendolia, project manager with WIFA. They had just received the proposal from Westland Resources for the engineering design and the project management. The proposal was \$165,700. This was considerably more than the estimate given by M3 Engineering. Joni Roerdink asked Richard specifically “what does that mean?” Richard said VGDWID still has the \$30,000 of the Technical Assistance grant left that will go toward the \$165,700. Richard told Joni they would have to do an Addendum to the WIFA loan but they would extend the 90% principle forgiveness for the additional \$100,000 addendum amount as well. VGDWID would be responsible for about an additional \$10,000, which would be added to the loan. A resolution would have to be approved by the VGDWID board of directors for the addendum to the WIFA loan. The signed resolution would have to be sent to WIFA to be approved at the WIFA board meeting as well. Stephen Cooper, attorney for VGDWID, drafted the Resolution and will sign it upon being approved by the VGDWID board of directors. Joni Roerdink also mentioned that she had asked Richard if they had mentioned a completion date and he said approximately June 30, 2020. A motion was made by Terry Eickstaedt to authorize and accept the Resolution Addendum as written. Ray Roerdink seconded the motion. Vote unanimous 5-0. Motion carried.

**Adjournment:** The Agenda being completed, Bernie Vargas adjourned the meeting at 7:05 pm.

Date \_\_\_\_\_

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Bernie Vargas

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Allen Grant

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Ray Roerdink

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Cauy Washburn

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Terry Eickstaedt