



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

March 1, 2017
Regular Meeting

Call to Order: Allen Grant called the meeting to order at 7:04 pm.

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

Discussion/Action Minutes: Minutes from February 1, 2017. A motion was made by Ray Roerdink to approve the minutes for February 1, 2017 as written and seconded by Terry Eickstaedt. Vote unanimous 4-0. Motion carried.

Call to the Audience: None present.

Discussion/Action: Annual Audit/Review. Joni Roerdink stated the Annual Audit Review prepared by Henry & Horne was complete and filed with the county on time. The deadline by the county was February 25, 2017. Joni spent numerous hours getting pulling information for the auditor to review and examine. This is an annual review required by Pinal County.

Discussion/Action: Well #1: Joni Roerdink told the board that she had contacted Tom Hoover and stated the board authorized Tom Hoover to move forward with the well project beginning as soon as possible as outlined in the quote. Tom replied and said he was trying to get it scheduled the first week of February. They were going to try and drill down to the original depth of approximately 1,029 feet, if possible. Tom mentioned he would keep us informed of the progress. Joni Roerdink stated the rig was onsite and they have started.

Discussion/Action: Well Site Security Update/Property Acquisition. Mr. Shamp had asked for a letter from the board stating the remaining two lots he currently owns in the Villa Grande Subdivision would be eligible for water service if sold in the future. The letter was written and signed by all board members. Initially Mr. Shamp had requested this be a part of the escrow instructions. The escrow officer questioned it and said it shouldn't be part of the transaction. I mentioned to Mr. Shamp that this was not part of the purchase transaction and we would not include it in the escrow instructions. He was fine with that. Joni Roerdink mailed the signed letter to Mr. Shamp directly as well as sent him an electronic copy.

The title company sent Joni Roerdink copies of the title report, plat copies and the CCR's on January 30th for review. She was told the escrow officer would contact her after speaking with Mr. Shamp because there was a possibility the closing could take place before the end of the month. Joni asked the board if they wanted to hold another meeting for the purpose of reviewing the documents prior to going to the attorney or would they prefer to handle it differently. Joni was directed to take the paperwork directly to the attorney for review before contacting the board. After attorney approval, the board will meet and review prior to signing at closing. Terry Eickstaedt asked if after we sign, we could move forward on finishing the fence line. Joni told the board, we would have to wait until everything was signed by both parties and recorded.

Discussion/Action: Generator Maintenance Update. Terry Eickstaedt and John Orton pickup up diesel fuel for the generator on 2/26/17. The tank is now full. The manufacturer suggests including an additive to the diesel fuel. Terry ordered the additive and will pick it up on 3/2/17. Terry stated that all other levels looked good and the generator was running well.

Discussion/Action: Well #2. Well #2 is running well. Nitrates were 9.4 ppm, which was up from 7.7 ppm the previous month. Danny will be taking a couple of samples, one sample to test in-house and the second sample to take to Turner Labs.

Discussion/Action: Website Update. The Agenda and Minutes were updated on the website. The service policy was also updated to include rental agreements for rental units.

Discussion/Action: Managers Report. Joni Roerdink reported that we have \$1,523.00 in delinquent water bills. Final notices will be sent on 3/2/17 and disconnects are scheduled for 3/10/17.

Joni also stated that she had been working on the information for the annual audit, which was being done by Henry and Horne. The auditor had asked if there was anything else VGDWID needed and Joni Roerdink stated that we needed an updated asset list approximately June 1st. We need the information for insurance purposes and she would like to have it prior to the new fiscal year. She needs the date and cost for the asset list. Joni stated she may need some additional help from Danny Baeza with this in regards to site equipment.

There were three customers scheduled for disconnect in February and they were charged \$35.00 each. Payment was not received before the scheduled cut off.

Joni received a response from the Special Districts administrator after the audits were submitted. Joni asked about the annual Special District Meeting and was told the letters went out early February. The administrator emailed Joni a registration and she submitted it the same day. The deadline was the following day. Joni and Ray Roerdink are registered to attend on 3/28/17.

Joni Roerdink has also been speaking to Karen Tidwell from Picacho Water. They are in the process of turning all the assets over to Pinal County to become a DWID. She asked for a few guidelines for assistance.

Joni Roerdink asked to table the purchasing requirements to allow additional time for researching.

Discussion/Action: Equipment & Site Report/Lab Tests. Danny Baeza installed the pressure switches on the hydro tanks and it is working well. Nitrates were 9.4 ppm. ADEQ will be doing a site visit to our well site on 3/7/17. Danny will be meeting the inspector. The inspectors are being more thorough and requesting SOP's and site plans. Danny specifically asked if VGDWID had an Emergency Operations Plan. Joni Roerdink stated that she would look for electronic copies and get back to Danny by Friday. Danny stated that we also need to work on this ASAP in the event one could not be located. The rules have also changed regarding samples such as lead and copper, etc. The Annual Water Report is also due by March 31, 2017. Danny asked if Joni could break it down by month because the report asks for monthly totals. Joni will send the information to Danny and he will complete the report and sign it. A check will also need to be submitted with the report.

Discussion/Action: Meters/installations/Reinstallations/Leaks/Repairs. Danny Baeza replaced the meter on Stallion Dr. The valve was bad and very low pressure. The line was nearly plugged with corrosion, etc. For now, we will keep the base fee for the ¾" meter for now. Allen Grant asked about reusable lockouts. Would this be cost effective? Will review again later.

Discussion/Action: New Water Line Installation. To date, we have not heard anything back from Brian Betcher regarding any progress on the chute going over the canal. Last month we had 25,392 gallons of water loss. During the past nine months we have steadily increased the loss between our NWC meter and the properties on Carter Lane. Ray Roerdink asked when the wash out occurred across the canal. It was thought to have happened about October 2016. It appears to have increased our monthly loss by about 10,000 gallons per month per Caury Washburn. He has been monitoring it regularly. Joni Roerdink has been asked to draft a letter from the board to Brian Betcher. It was recommended to stress the urgency of the repair due to our water loss. Brian's original response was to have it completed before the next monsoon season.

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

Adjournment: The Agenda being completed, Allen Grant adjourned the meeting at 7:43 pm.

Date _____

Bernie Vargas

Allen Grant

Ray Roerdink

Caury Washburn

Terry Eickstaedt



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Domestic Water Improvement District

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Minutes

March 30, 2017

Special Meeting

Call to Order: Bernie Vargas called the meeting to order at 7:19 PM.

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

Call to the Audience: No requests. Ray Miller and Joni Roerdink were present.

Discussion/Action: Emergency Response Plan. Copies were provided to the directors for review. The VGDWID received a Notice of Violation (NOV) from ADEQ for not having an Emergency Response Plan prepared. Danny did tell the inspector during her visit on March 7, 2017 that we were working on it and that it was started at the last Public Meeting before the inspector's onsite visit.

Joni Roerdink stated that she had reviewed all electronic files and was unable to locate one. She then went through all the hard paper copies of paperwork in boxes and found an old copy from several years ago. She made some revisions to the old hard copy and updated some of the verbiage including updating the emergency contact information per the requests of board members. Danny Baeza supplied Joni with a current list of emergency numbers used by the City of Eloy. Joni asked Danny if we had to have accounts with each vendor prior to submitting the plan to ADEQ. Danny said no, we should just contact each of them and let them know we have added their name and number to our plan in the event of an emergency. Joni Roerdink also mentioned this should be put on the agenda for annual review and update. A copy of the plan needs to be posted at the well site. A motion was made by Ray Roerdink to approve as written and seconded by Terry Eickstaedt. Vote unanimous 5-0. Motion carried. The Emergency Response Plan will be submitted to ADEQ on 3/31/17.

Discussion/Action: Resolution No. 2017-04-0001. Purchase Authorization of real property within the district's water service area. Bernie asked if there were any questions for discussion. No questions. Allen Grant made a motion to proceed with approving the Resolution 2017-04-0001. Ray Roerdink seconded the motion. Vote unanimous 5-0. Motion carried.

Adjournment: The Agenda being completed, Bernie Vargas adjourned the meeting at 7:23 pm.

Date _____

Bernie Vargas, Chairman

Cauy Washburn, Director

Allen Grant, Vice Chairman

Terry Eickstaedt, Director

Raymond Roerdink, Director