



# 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

April 4, 2018  
Regular  
Meeting

**Call to Order:** Allen Grant called the meeting to order at 7:05 pm.

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

**Discussion/Action Minutes: Minutes from March 7, 2018 Regular Meeting.** A motion was made by Terry Eickstaedt to approve and ratify the minutes for the 3/7/18 Regular Meeting as written and seconded by Ray Roerdink. Vote unanimous 3-0. Motion carried.

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

**Discussion/Action: Elections.** Joni Roerdink stated there are two directors' positions coming up for election in November 2018. Joni needs to run an ad under public notices announcing the two positions. She also contacted the elections department and received the copy of the IGA to complete. The form asks for the District Attorney's signature. Joni will contact elections department for clarification regarding the signature for "District Attorney" signature. The elections office emailed an approximate cost of the elections to VGDWID. As per the elections office, registered voters fluctuate and the cost will be approximate due to voter's fluctuation. The approximate cost: \$126.75. The IGA will be submitted in June 2018. Water customers were notified in the April monthly water letter regarding the two directors positions available for the general elections in November 2018.

**Discussion/Action: Well #1.** Jack Cook explained the differences between the two quotes provided at the last meeting. The reasons for the differences were due to the pump being set at two different depths. The first vendor used the information off the tag on the old pump that was previously installed and would set the new pump at the same depth. The second quote was based on setting the pump as deep as possible based on the levels that Jack Cook provided to the vendor. Setting the pump deeper explains the differences in cost for piping, wiring and pump size. Joni Roerdink had spoken to Linda Taunt and brought up receiving possible funding for getting well #1 back online. Joni forwarded the information discussed by the board to Linda Taunt to see if she had possible funding sources available. Linda responded with a sample of how detailed the information must be to apply for the funding. Jack Cook went back to the second vendor and was able to get a revised quote with the detail level needed to apply

for the funding. The cost of installing a sounding tube was not included in the original quote but has been included in the revised quote. The purpose of the sounding tube is to get accurate water levels. This was discussed with Danny Baeza before we took well #1 offline. Jack Cook wasn't with VGDWID at the time and therefore was unaware of the discussion. The cost was not shown on the original quote last month. The time to install the sounding tube is now before we put the pump back in. Also, the cost of piping has gone up since we received the last quote. We are still working on getting the quote from the first vendor. This vendor had not replied by the time of the meeting due to the requested changes in the depth. The first vendor is updating their quote to match setting the pump deeper including piping, wiring and pump size. The inline sand separator and cover are still included in the quote. We also received the quote for the same sand separator that we currently have on well #2. The quote is \$1,900.00 for the pump only. No decision can be made until the second quote is received. Ray asked about the wellhead build-out and that is the wellhead that was included on the quote. Allen Grant asked about the sand separator that was thought to be in storage. Joni received clarification from Jack Cook that he had installed the sand separator on well #2. Therefore there is no spare.

**Discussion/Action: Well #2.** Joni Roerdink finally received the well report from Coolidge Pump from when well #2 went down in November 2017. The well report was provided to the directors. A quote was provided to the directors a couple of months ago to upgrade the pump to 100 gpm but it was determined by the board it was not a priority at the time. The board wanted to get well #1 back online first. Jack Cook also mentioned that he would like to get a concrete slab poured for the chlorine enclosure. He figured it would be about 5 ft x 5 ft. Jack will call and get costs.

**Discussion/Action: Well Site Security Update.** Nothing has been completed at this time. Cauy Washburn has been busy on the weekends and unable to work on it. He will try to clear some evenings.

**Discussion/Action: Generator Maintenance Update.** Terry Eickstaedt stated the generator had 300.3 hours on it. He checked all the fluid levels and found they were good. We are still above 5/8 tank of fuel and don't need any yet. Joni Roerdink asked Terry Eickstaedt if he had noticed any bees at the well site. He hadn't seen any.

**Discussion/Action: ADEQ.** Joni Roerdink spoke with Linda Taunt regarding reimbursement of the emergency costs VGDWID incurred in November and again in January when the well went down. She could not make any guarantees but she said she would present it and let Joni know. Joni also asked about re-plumbing for the booster pump. Linda Taunt stated that any project must be submitted in detail and all parts listed as line items. Every part must be listed. She emailed a copy of the type of detail required to be submitted for funding consideration. Joni stated she would provide the detailed quotes as outlined in the submitted sample. Linda also stated that this type of funding is a reimbursement system. We would have to pay the initial invoice and submit the proper form for reimbursement if approved for funding. This was the reason Jack Cook and Joni went back to the vendors for the detailed quotes. Fiona, at M3 Engineering, also contacted Linda about the nitrate treatment system. Fiona had a couple of additional questions but had not gotten a response at the time of the meeting. Fiona did submit a draft of her proposal just before the board meeting tonight. The directors have not had a chance to review it but it was provided to all board members. Fiona found some errors on trenching costs and those had been updated. She will be calling Joni on Thursday, April 5, 2018 to discuss the draft that was emailed. The system is a much smaller system than what was previously submitted a few years ago but can be expanded as needed. Fiona did not include labor to maintain the system. Our own operator can maintain the system and it would be a couple of hours per day. We do not need a full time operator to maintain the system. ADEQ also has to approve the content and design. Joni did not know if WIFA has funding that would pay the cost of the nitrate system. We will need more information before any further discussion.

**Discussion/Action: Schedule Public Hearing for 2018-2019 Water Rates and Budget meetings.** Joni Roerdink stated it is time again to have our annual rate and budget meetings. In the past couple of years we have scheduled them prior to our regular board meeting. Joni asked if the board wanted to handle it the same way this

year. We are required to post public notices for the meetings. The rates and budget have to be adopted and approved before being submitted to the County. Joni asked if the board was considering any rate increase. The board said no additional increase this year. Ray Roerdink may a motion to schedule the Special Meeting for both the Proposed Rates for 2018-2019 and the Proposed Budget for 2018-2019 for May 2, 2018 at 7:00 pm. The Special Meeting will be held just prior to our regular monthly board meeting. Terry Eickstaedt seconded the motion. Vote unanimous 3-0. Motion carried.

**Discussion/Action: Managers Report.**

- The CCR 2017 was completed and submitted to ADEQ timely.
- Customers were sent a letter notifying them of the availability of the CCR 2017 and the Enforcement of the deposit for those paying late 2 or more times within a 12-month period.
- Water bills were sent on 4/2/18 and delinquent notices were sent out on 4/3/18. Disconnects are scheduled for 4/12/18.
- There are 29 delinquent accounts totaling \$1840. When delinquency notices were sent out, 40% of all customers were late.
- MAP testing was completed in March and done timely.

**Discussion/Action: Equipment & Site Report/Lab Tests.** Booster pump #2 started leaking again when well #2 went down in January and Jack believes it was because it ran dry. Jack also had to rebuild the booster pump suction line. Allen Grant asked what it would take to put a low flow shut off switch on to prevent another incident. Jack Cook will look into the cost. The warning light system should give us some time to get over to the site and shut it down timely. Jack is still working on costs for the booster pump plumbing to submit for possible funding. Coliform sample came back normal and was submitted timely. The last nitrate sample was taken in January 2018 and came in at 14 mcl. We are only required to sample quarterly. Nitrate samples are scheduled to be taken in April.

**Discussion/Action: Meters/Installations/Reinstallations/Leaks/Repairs.** Jack Cook is still working on getting meters and boxes replaced as needed. He replaced three meters and boxes last month.

**Discussion/Action: New Water Line Installation.** Jack Cook is still working on costs to do this in stages.

**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 for March. Ray Roerdink seconded the motion. Vote unanimous 3-0. Motion carried.

**Adjournment:** The Agenda being completed, Allen Grant adjourned the meeting at 8:00 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