

**Minutes, Green Valley Water District
October 13, 2016**

1. Call to Order at 9:30 AM by Chairman R. Hedden

Roll Call: Clerk of Board

Board Present: Michael Cochran
Robert Hedden
Len Murphy
Richard Newman
John Wilson
Curt Wagner

Board Absent: Carl Schuster

A quorum was announced

1. Approval of the September 8, 2016, Board Minutes, v3

I move to approve the, Board Minutes, V3 as presented

Move: M. Cochran 2nd: J. Wilson Approved: 6/0 Chair Abstains

2. Operation report: L. Hoffman

Staff News & Training

- The Safety meeting was on slips and falls in the work place.

Bids:

- The low bidder for the new golf cart was from Valley Golf Cars at \$7,204.82 out the door. It will be delivered soon.

Construction:

- ADOT is still working on the final drawing for the rest stop. It is 90% completed. The drawing was complete however the listed buildout material was incorrect and sent back to ADOT for corrections.
- Mike Felix concrete completed all four concrete pads. Bestway electric completed the conduit in the concrete pads for the generators. The generators are ordered, shipping is in approximately 4 weeks.
- Borderland Construction replaced 20 feet of PVC pipe with DIP in San Ignacio Heights and 20 feet of 12" pipe with DIP in Canoa Seca Estates. They will be asphaltting the patches on Tuesday.
- The Field staff started to remove and replace the meters with MXUs in Canoa Estates, 75 out of 140 are completed. Work will move on to complete the 59 meters in Encanto Estates in about three weeks. There was enough funding to include this smaller HOA.

Maintenance

- Field Staff has completed 86 work orders and 33 Blue stakes.
- Jim and Soul had been working on the fire hydrants but that was stopped to work on the meters. Two Hundred fifty-five valves, 134 Fire hydrants and valves and 24 flush outs are completed. There are four broken valves
- There are 17 Air Vac, to be completed. This project is also on hold until the meters are all installed
- Doug has been working on the second set of sample station. Two of the 10 are Completed.

- Replaced and/or swap out 2 meter.
- Repaired 3 service leaks.

Meetings with:

- Langston Security has completed the internal monitoring system and are now fine tuning.
- Borderland Construction regarding the two 12" pipe replacements.

Review of financials:

The financial statement for September was discussed in detail. See attached. Pumping is up due to golf courses over-seeding. Revenues are up. All past due accounts are now paid up. The hookup fees shown were in the Dorn development. The hospital has paid their deposit. All the large commercial accounts are now on track. The policy for past due accounts and the establishment of a deposit will be handled as stated in the Rules and Regulations.

Expenses in all areas are in line with the budget.

3. General Business: discussion and action on

A. L. Hoffman, District Manager

R. Hedden reported that going forward these two items will be ongoing agenda items. The annual capital budget gets approved by the Board and it is up to management to implement all projects so a monthly review is appropriate. The capital budget will be updated monthly and handed out at the Board meeting and then reviewed by L. Hoffman. The same will be done with the 5 year capital plan.

- **Review of the current capital budget:** L. Hoffman explained how the report was set up. This report allows the Board to see the status of each project, amount expended to date, and timetable for continued work. A question as to if the flush out part of the valve project would be considered as a capital expense. The dollars are for the actual gate valves that need to be replaced, the flush out itself is an operating expense. R. Hedden and L. Hoffman will go over the template and bring it more in line with how the District deals with the process. Some of the MXU meters had to be back ordered so project could not be completed. The meters are expected to arrive next week.

- **Review on the 5 year capital expenditure plan:** This document is a list of projects that the District believes need to be done sometime over the next 5 years to run the district. The Board determines on an annual basis the amount of dollars that are can be spent and which Capital projects will be included in the current year. Actual project costs are determined at this point. It is a flexible document.

B. Finance Advisory Committee: L. Murphy

- Update on water billings & major customers: Residential use continues to be down. This is part of a statewide trend and is something that the Board needs to keep in mind. Additionally golf course water use is not static and can be affected by weather and management decisions. These decreases in use do not translate into operational savings.

- Past due accounts & discussion of how we handle going forward and particularly when we should or shouldn't request a deposit. The committee consensus is that we follow the Rules and Regulations.

- Discussion of selected info from June 30, 2016 audit The District has draft financial statements from Regis Carr from which L. Murphy constructed a comparative 3 year cash balance. During this period the cash balance went down substantially. This is just something to keep in mind if in the future we have to go out for financing.

C. Technical Advisory Committee: C. Wagner

- Update for the generator equipment pads and gas generator delivery. The arrival of the gas generators is expected in mid-November and project work should be completed by the end of the year. The diesel generators have not been ordered as the district is still reviewing use and information on sound attenuation which will be needed. These generators will be placed at

Wells #1 and #2 as there is no natural gas hookup available. As an alternative L. Hoffman will check the cost and feasibility of installing a gas line from Las Alamos.

- Update on ADOT & I-19 Rest area water service: C. Wagner, R. Hedden and L. Hoffman have been working on modifications to the ADOT contract. Currently this contract is in front of our attorney and we are waiting to hear her thoughts on what was put together. The next step is to set up a meeting to review with the State. ADOT will not be going out for bids until January/February. The District will have some cost associated with the upgrade of 3000' of pipe from 8" to 12" that the district has requested. It is difficult to get a cost on this upgrade and it will be influenced by the State bidding process. At the next meeting the current capital budget will be revised to include this project as a line item with the most likely number for the upgrade being somewhere around \$40,000.

D. Personnel: R. Newman

- Update on plans to review employee manual and update wage and salary ranges.

At the committee meeting the above two items were considered

The Employee Handbook has not been reviewed since July 2012. R. Newman will take lead on this project and complete prior to the end of this year.

The wage and salary ranges also have not been review since 2011/12. Current position ranges were passed out. R. Newman had put in current employee wages and then looked at the adjustment factor over the years 2012 to 2016 during which there was a 7 % increase in the CPI. This calculation was applied to all positions to come up with a starting number. Also defined was how many employees had run up against the high end of the bracket leading to a revision of the high end bracket was revised. The committee made the recommendation to accept these changes.

After discussion, the Board requested that numbers be brought into line with other people doing the same work and if the range should be adjusted to allow for a career path. These numbers need to be considered a guide. This item will be on next month's agenda to allow more study and discussion.

5. **Call to the Public:** There was no response.

6. **Announcements:**

- The Board intent form regarding member's willingness to run for the office of Chairman or Vice Chairman will be distributed at the November meeting. Ballots will be prepared and voting will occur at the December meeting immediately after the swearing in of the new Board members.

- The next Finance and Technical Committee meetings will be on Monday, November 7, 2016 in the GVWD Conference Room. Times to be announced later.

- The GVWD Board meeting will be on Thursday, November 10, 2016 in the GVWD conference room at 9:30 AM.

7. **Adjournment:**

I move to adjourn the meeting

Move: M. Cochran

2nd: R. Newman

Approved: 6/0

The meeting was adjourned at 11:00 AM

Minutes approved November 10, 2016

GREEN VALLEY DOMESTIC
WATER IMPROVEMENT DISTRICT

By Karen Thornton
Karen Thornton, Clerk of the Board

Robert Hedden
Robert Hedden, Chairman