

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, February 25, 2021**

Board Present:	Patricia (Pat) Carlstad Darlene (Dar) Hollingsworth John Green	Robert (Bob) Hedden Eric Sullwold George (Dr.) Orndorff
Board Absent:	Joseph (Hart) Krumrine	
District Staff:	Dara Duffy	Lora Burruel
Clerk of the Board:	Luis Rodriguez	
Public Members:	Anne Towne	Eileen Maclaren

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:39 AM by Chair, Eric Sullwold
Roll call was taken and four (4) Board members were present; therefore, a quorum was announced.
2. Motion to approve minutes of January 28, 2021 Board Meeting
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 4/0
3. General Business – Discussion and possible action on:
 - A. Administrative – Eric Sullwold
 1. Appoint New Board Members
- Motion to: Appoint John Green and George (Dr.) Orndorff to the Board of Directors
Move: Bob Hedden Second: Dar Hollingsworth Approved: 4/0
 2. Oath of office for newly appointed Directors – Clerk, Luis Rodriguez
 - a. John Green and George (Dr.) Orndorff signed their *Loyalty Oath of Office* forms and were duly sworn in.
 3. D&O Insurance – Dara Duffy confirmed that Committee Advisors are not currently insured, and it is not required, since advisors are not involved in any Board and/or District litigation. The District will explore the cost to include the Advisors when GVWD’s insurance policy is up for renewal. This information will be conveyed to all Committee advisors by Eric Sullwold via email.
 4. Use of Board Members’ personal e-mail accounts for GVWD Board Business - there is no clean solution to not having your personal email account examined/explored if litigation is brought against the Board and/or District. One option is each Director using Gmail accounts for just Board/District business. Eric Sullwold will consult with the attorney on the issue. The goal is to allow the Board Directors to make an informed decision regarding establishing GVWD Gmail accounts.
- B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report – The landscaping at the Cotonia Well is complete. Additional shrubbery will be planted on the adjacent property owners’ natural area to help with erosion remediation, with the homeowner accepting responsibility for maintaining the new plantings. Estimated completion timeframe is the end of March. The District decided to build a sound barrier around the pump motor because of the relocation of the new well on the site and the desire to mitigate any future comments from surrounding properties. Estimated completion timeframe is the end of March. There was a main break and defective valve along Mariquita Street. The repair, including backfilling, is complete. Regarding the pipeline replacement project in San Ignacio Heights, one preliminary price quote has been received. Slip line RFQ’s have also been requested. More details will be provided next month.

2. Current Capital Budget – Within budget. Future focus is replacing the manual read meters, and the first portion of MXU upgrades. The goal is to have fully automated meter readings by FY 2022/2023. Based on the projected scope of upcoming projects, Dara Duffy recommends increasing the Capital Budget to approximately \$400K to \$450K.
 3. Task List – No comments.
 4. Freeport McMoRan has informed the District of their desire to meet and discuss the leasing of the District’s CAP allotment. Meeting date will likely be the end of March.
- C. Technical Advisory Committee – Robert (Bob) Hedden
- 1 Engineering Hydrology Study - Discussed the background and current requirements for a new Hydrology Study.
- Motion to: Solicit a Request for Quote (RFQ) to be issued after March 15th to three (3) Engineering Firms to develop costs for conducting the proposed Study.
Move: Bob Hedden Second: John Green Approved: 6/0 Chair: abstains
- D. Financial Advisory Committee – Eric Sullwold
1. Review Financials - Reviewed January 2021 Operational Statements – No Comments.
 2. Discussed the Committee’s recommendation to organize the Reserve funds to properly support multiple infrastructure projects.
 3. 5 Year Capital Budget - Discussed and possible motion to: Establish a separate Emergency Reserve fund of \$250K.
- Motion to: Establish an Emergency Reserve fund of \$250K
Move: Eric Sullwold Second: George Orndorff Approved: 6/0 Chair: abstains
4. Discussed moving Well #1 Reserve monies into the Operational account to pay for the debt service of the Well Loan from Alliance Bank. It was explained that the initial funding for Well #1 was provided via a 2018 rate increase.
- Motion to: Move Well #1 Reserve monies into the Operational account to pay for the debt service of the Well Loan from Alliance Bank.
Move: Eric Sullwold Second: Dar Hollingsworth Approved: 6/0 Chair: abstains
- E. Personnel Committee – Patricia (Pat) Carlstad - Report on organization of Clerk’s office and documents - Document binders have been standardized. Created e-documents for all records prior to 2014. We now have digital copies of all records from 2003 to today. Researching legal requirement for District document retention and whether electronic version would suffice. Possible shredding of some paper copies. This will be thoroughly researched and brought back to the Board for discussion.
4. Call to the Public - Eileen Maclaren commented on the discussion of establishing a District Gmail account (ref: 3.A.4). She warned that Google’s email system is not secure either.
 5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory and Financial Advisory Committee Meetings are scheduled for Monday, March 22, 2021 at 8:00AM and 9:00AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, March 25, 2021 at 9:30AM.
 6. Executive Session - Discussion on District employee bonuses.
- Motion to: Enter Executive Session
Move: Bob Hedden Second: Pat Carlstad Approved: 6/0 Chair: abstains
The Board entered Executive Session at 10:40 AM and returned to Regular Session at 10:54 AM.
 - Motion to: Approve a \$1,000 bonus for each of the eight (8) District employees, for their efforts in completing the Cotonia Well and remodel of the new Headquarter building. To be paid on March 05, 2021.
Move: Eric Sullwold Second: George Orndorff Approved: 6/0 Chair: abstains
7. Adjournment
- Motion to: Adjourn the meeting.
Move: Bob Hedden Second: George Orndorff Approved: 6/0 Chair: abstains

The meeting was adjourned at 10:53 AM.

Minutes approved on March 25, 2021.

Green Valley Domestic Water Improvement District