

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Thursday, February 24<sup>th</sup>, 2022**

Board Directors Present:	Eric Sullwold	Robert (Bob) Hedden
	Darlene (Dar) Hollingsworth	John Green
	Patricia (Pat) Carlstad	George (Dr.) Orndorff
	Joseph (Hart) Krumrine	

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Board Directors Absent:

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District Staff Present:           Dara Duffy

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Public Present:

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Clerk of the Board:               Luis Rodriguez

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1. Call to Order and Roll Call – Chair, Eric Sullwold  
The meeting was called to order at 9:30AM by Chair, Eric Sullwold  
Roll call was taken. Seven (7) Board members were present; therefore, a quorum was announced.
  - A. Approval of January 27<sup>th</sup>, 2022, Board Meeting Minutes
- Motion to approve the January 27<sup>th</sup>, 2022, Board Meeting Minutes  
Move: George Orndorff      Second: Dar Hollingsworth      Approved:6/0      Abstain: Chair
2. General Business – Chair of the Board, Eric Sullwold.
  - A. Administrative Information – Chair of the Board, Eric Sullwold. No Report.
  - B. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report. YTD Revenue is 3.8% above budget while Operating Expenses are 7.2% below. The District is currently 3.69% above Budget. Waterworth's representative Calvin presented two (2) Financial Models to the Financial Advisory Committee to demonstrate the software's capabilities.
    2. Current Capital Budget: Reviewed the District's FY Capital Budget.  
No changes to the Budget because no equipment has been delivered. The latest delivery date for one of the fields' service trucks is June 2022. The DM will provide a list for the Meter Change Out program and the Antenna installations for the multiyear projects as agreed upon by the Financial Advisory Committee. Both SCADA antennas have been received. The towers and the SCADA antennas should be installed this Fiscal Year.
    3. Task List.  
DM attended a Zoom meeting with the Board Chair, Technical Committee Chair, and Water Attorney from Fennemore to discuss CAP Long Term Storage Credits. Water Attorney requested a Letter of Engagement which was developed, signed, and sent to Fennemore. The DM met with the Personnel Advisory Committee to discuss the Salary Survey and will meet again March 15<sup>th</sup> to review salary adjustments.  
The question was raised regarding the DM's Task, "Develop Asset Management Plan."  
A discussion pursued on the content, purpose, and goals of the Task. The Board agreed to address this topic once the Riley Engineering reports are complete and the District can fully utilize the Waterworth software.
  - C. Technical Advisory Committee – Chair, Bob Hedden.
    1. Replacement of Manual Read meters. The update was provided by the DM in the Current Capital Budget Report (3.A.2).
    2. Purchase and Install of SCADA & FlexNet antennas. The project appears to be on track for completion by the end of this Fiscal Year. The only potential for delay may be permitting from Pima County.
    3. Update on Canoa Ranch expansion. Fairfield Homes has provided the DM with their plan. The DM has provided Fairfield the Will to Serve Letter. Fairfield's goal is to

acquire their permit by the end of this Fiscal Year; at which time we can discuss their plan to install the infrastructure. The DM will have the developer provide their project timeline.

4. Riley Engineering status for Camino Del Sol Booster station up-grade and System evaluation north of the Escondido Wash. The DM confirmed the District is expecting two (2) proposals from Riley: 1). The Booster Station design/upgrade. 2). The evaluation of the existing infrastructure model north of the Escondido Wash. Riley's possible upgrades to the Modeling project will encompass the entire District's infrastructure. A possible third proposal to Riley may be required to evaluate Block 5 (south of the Escondido Wash). The third proposal would help determine the best design or upgrade for the Booster Station. A question was raised regarding moving the costs associated with the design of the expansion back to Westland Resources and/or Fairfield Homes.

D. Financial Advisory Committee – Chair, John Green

1. Review Financials

a. January's Operational Statements.

Pumped seven (7) million gallons less water than January 2021. The current YTD revenue position is \$57K above Budget. Cashflow has increased to \$372K. John, Dar, Dara, and Lora will meet to address Reserve Policies and Rates. They will address financial policies and potential rate increases to address funding requirements for future projects. The Board was reminded of the upcoming Quarterly Financial Review meeting and requested one or two Directors to sign-up. The goal is to have all Directors familiar with the process.

E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.

F. Administrative – Chair of the Board. 2022 Director Elections.

Four (4) year terms are due for Hart Krumrine, Dr. George Orndorff, John Green, and Eric Sullwold. The aforementioned Directors were asked to notify the Clerk no later than March 24<sup>th</sup> with their decision. All four (4) Directors immediately said yes. The Clerk will provide packets with instructions and required forms at the next Board meeting on March 24<sup>th</sup>.

4. Call to the Public – Chair, Eric Sullwold – No comments.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

5. Announcements – Clerk of the Board, Luis Rodriguez

A. The next Technical Advisory Committee and Financial Advisory Committee Meetings are scheduled for Monday, March 21<sup>st</sup>, 2022. The Technical Advisory Committee Meeting starts at 8:00AM. The Financial Advisory Committee Meeting will begin immediately following the adjournment of the Technical Advisory Committee Meeting.

B. The next Board of Directors Meeting is scheduled for Thursday, March 24, 2022, at 9:30AM.

6. Adjournment

- Motion to adjourn the meeting.

Move: Dar Hollingsworth      Second: Hart Krumrine      Approved: 6/0      Abstain: Chair

The meeting was adjourned at 10:48AM.

Minutes approved on March 24<sup>th</sup>, 2022.

**Green Valley Domestic Water Improvement District**