

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, April 28th, 2022**

Board Directors Present:	Eric Sullwold Darlene (Dar) Hollingsworth Patricia (Pat) Carlstad Joseph (Hart) Krumrine (departed at 9:47AM)	Robert (Bob) Hedden John Green George (Dr.) Orndorff
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Board Directors Absent:

<u>District Staff Present:</u>	Dara Duffy	Lora Burruel
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Public Present:

<u>Clerk of the Board:</u>	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.

- Motion to approve the Board Meeting Minutes of March 24th, 2022.

Move: George Orndorff	Second: Dar Hollingsworth	Approved: 6/0	Abstain: Chair
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- Motion to approve the Board Executive Session Minutes of March 24th, 2022.

Move: John Green	Second: George Orndorff	Approved: 6/0	Abstain: Chair
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- Motion to approve the Board Special Meeting Minutes of April 21st, 2022.

Move: John Green	Second: Dar Hollingsworth	Approved: 6/0	Abstain: Chair
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- Motion to approve the Board Executive Session Minutes of April 21st, 2022.

Move: Dar Hollingsworth	Second: George Orndorff	Approved: 6/0	Abstain: Chair
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2. General Business – Chair of the Board, Eric Sullwold.

A. Administrative Information – Chair of the Board, Eric Sullwold. The Chair distributed a copy of the Board’s Communication Policy to all Board Members and District staff.

B. Operations Report – District Manager, Dara Duffy

1. Monthly Operations Report.

The Wells Fargo balance is \$1.261MM. These funds will be invested in the future.

Alliance account balance is \$1.352MM which includes the remainder of the well fund.

Year-to-Date Budgeted Revenues are at 3.7% while Expenses are at -8.1%.

Revisions submitted by the Technical Committee Chair and DM have been incorporated into the tower site plan drawings. Year-to-date expenditures; \$89,342 has been spent on meters and MXUs and \$33,094 for the towers. \$1,735 has been spent from the well fund for the SCADA study and antennas. The DM will continue developing the District’s Asset Management Plan.

2. Current Capital Budget: Reviewed the District’s Fiscal Year Capital Budget. The planned capital spending for the current year is \$409K. The projected capital plans for 2023 and 2024 includes \$381K and \$330K, respectively, for completing the MXU projects. The assumption is the FlexNet, and SCADA projects will be completed during the current fiscal year.

3. Task List.

A. CPAs Terry Cogan and Joseph Lessard have verified the use of company vehicles as nontaxable to District employees. The DM will have the staff sign an acknowledgement form for utilizing company vehicles for District business only. This policy already exists in the District’s Policy Manual.

B. Since the District is a government agency, the SCADA and FlexNet antenna installations do not require County building permits. The County requires inspections only. PPS has been tasked with verifying the County’s requirements

and to notify the DM if this will insure the project completion during the current fiscal year.

C. The procedure for salary surveys was agreed on by the Board. The DM will create a policy manual to document the methodology of annual salary reviews for future reference.

D. The Riley Engineering contract is being reviewed by the Board Chair. The project is scheduled to begin July 1st, 2022. A draft report will be provided in mid-September, with the final report submitted by October 15th, 2022. Within the report, Riley will provide a prioritized list of issues to be addressed, which will be incorporated in the upcoming five (5) year capital budget. The Technical Committee will begin reviewing the formalized report during its October 2022 meeting to develop a prioritized list of issues which need to be addressed. The resulting plan will be presented to the Board in early 2023. This will allow the Board and the District to establish capital requirements for upcoming fiscal year budgets.

4. Technical Advisory Committee – Chair, Bob Hedden.

A. Riley Engineering Proposals. See the District Manager’s Task List report 2.B.3.D.

B. SCADA - FlexNet Antenna Project – Update. See the District Manager’s Task List report 2.B.3.B.

D. Financial Advisory Committee – Chair, John Green

1. Review March Financials. There is a \$164K positive surplus year-to-date. The surplus will be reduced upon receipt of the arsenic media change-out invoice.

The Quarterly review process has yet to be implemented. The Finance Committee Chair will provide a list of proposed dates to the Board and Advisors to volunteer.

2. Proposed 2022-2023 Fiscal Year Budget. The final version of the preliminary budget was discussed by the Board. The proposal includes a 3% rate increase to address multiple factors including inflation, salaries, and new regulatory requirements. Final approval will be voted on at the May Board meeting. The Capital Budget discussion centered on the possibility of a portion of the current fiscal year costs being assigned to the 2023-2024 budget. The timeframe will be driven by the availability of equipment.

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

5. 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.

6. Announcements – Clerk of the Board, Luis Rodriguez

A. The next Technical Advisory Committee is scheduled for Monday, May 23rd, 2022, 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, May 26th, 2022, at 9:30AM.

7. Adjournment

• Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: George Orndorff Approved: 5/0 Abstain: Chair

The meeting was adjourned at 10:03AM.

Minutes approved on May 26th, 2022.

Green Valley Domestic Water Improvement District