

**Minutes, Green Valley Water District
November 10, 2016**

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

Roll Call: Clerk of Board

Board Present: Robert Hedden
Len Murphy
Richard Newman
Carl Schuster
John Wilson

Board Absent: Michael Cochran
Curt Wagner

A quorum was announced

1. The Board Officer Intent form was handed out to Board members. These should be returned to the clerk by November 28, 2016.
2. Approval of the October 13, 2016, Board Minutes, v2

I move to approve the, Board Minutes, V2 as presented

Move: C. Schuster 2nd: J. Wilson Approved: 4/0 Chair Abstains

3. Operation report: L. Hoffman

Staff News & Training

- The Safety meeting was on sexual harassment in the work place.
- Kevin has been released to return to work and is planning to return on November 28. The Temp worker's last day will be on Friday November 11.

Bids: None

Construction:

- The ADOT final drawing for the rest stop are 95% completed. The drawing was complete however the listed buildout material was incorrect and sent back to ADOT for corrections. The ADOT contract, containing District revisions, was returned to ADOT and after they made some changes was forwarded to the District Attorney for legal review. The approved contract will be sent to the District.
- Borderland Construction repaired 2 12inch breaks (San Ignacio Heights), (Canoa Seca Estates II), these breaks were caused by a split at the connection to the main line. The repair cost was \$13,700.00
- Broadland Construction also relocated a 1" service line in Canoa Canyon Estates at a customer's request. The cost to the customer was \$5,396.17.
- The replacement of the meters & MXUs in Canoa Estates and Encanto Estates is completed.

Maintenance

- Field Staff has completed 229 work orders and 39 Blue stakes.
- Jim and Soul are working gate valves(362 completed) and fire hydrants (137 completed). There are 5 broken valves. Mike is working on air vacs, 49 of 66 are completed. It was discovered that several have no water going up to the top which will require digging up the street to turn the valve on at the Main. Doug continues to work on the sample stations.
- Replaced and/or swap out 128 meters.
- Repaired 2 service leaks.

Meetings with:

- Borderland Construction regarding the services lines.
- CRA was bought out by GRD a larger company. GRD approached the DM regarding the possibility of their company providing engineering services for the District.

Review of financials:

The financial statement for October was discussed in detail. See attached. Pumping is up slightly year to date. Revenues are also slightly up ytd. Operating Expenses in all areas are in line with the budget.

4. General Business: discussion and action on

A. L. Hoffman, District Manager

- **Review of the current capital budget:** L. Hoffman passed out the revised capital budget and reviewed the highlighted changes. The 2 natural gas generators will be arriving on November 28. The 4 generator pads are completed. The district Golf cart will arrive on November 11th. The electrical protection for the booster stations is scheduled and will occur at the same time the generators are delivered. The betterment project of the 12" pipeline from Calle Tres to Canoa Ranch Dr may not get done this year due to ADOT not sending request for bids earlier. If this project gets carried over to the next fiscal year, there may be a manufactures price increase. The possible new cost has been requested from the manufacture.
- **Review on the 5 year capital expenditure plan:** The only change on this document was an addition to the current year of Stantec's calculation of the generator size for the booster stations. This was not in the original scope of work.

B. Finance Advisory Committee: L. Murphy

- **Update on water billings & major customers:** The current water use allocation process based on 12 months shows water revenue ahead of budget. This could be concerning because the District increased its operating budget. The trend will be followed by the committee.
- **Update on e-mail bills:** The office is starting to see some returns due to unreported changes in email addresses. We still have access to other ways to contact customers such as addresses and phone numbers.
- **Discussion of office facilities:** The discussion centered on what a new facility would do for the district and its level of priority. A process was agreed upon wherein the manager will present a needs/ requirements analysis to the Tech Committee to justify why new facilities might be needed and in what time frame. Because this is a large capital item, most likely requiring special funding, the Finance Committee should be included in all discussions with the Tech Committee before this item would go to the Board.
- **Other Issues discussed:**
 - 1) **District's use of legal counsel:** Legal documentation/support for our continued practice of requiring a developer or contractor to fund any new infrastructure in our franchise area, according to the District specifications, and deeding such infrastructure to the District before commencing water service. Historically, the district did not pursue using any line extension agreements or payout over time as the District could not afford these expenses. Now that the District is dealing with 3 and possibly 4 developers it would behoove us to standardize policy and put it in writing. R. Hedden will discuss with office staff what is policy and if it written anywhere.
 - 2) **Support for our position of NOT having any obligation, legal or otherwise, to fund the possible future well field in Canoa Ranch.** It has always been our policy to have the developer pay for the well and then turn it over to the District once it was up and

running. In the past this occurred when a new development was started. In the case of Canoa Ranch the development is about 1/3 developed. Within the balance of the remaining 2/3 we have an additional 2 developers plus a possible 3rd involved. A clarification is needed.

3) Determination of the District's obligation, if any, with regard to the current hook-up fees being collected from the developer(s) for new meters in Canoa Ranch after June 30, 2007 and what this means.

At this point the District needs to formalize our policy.

C. Technical Advisory Committee: L. Hoffman in C. Wagner

- Update for the generator equipment pads and gas generator delivery. The two generators for the booster stations will be delivered on November 28, 2016. The cost of the diesel generator may go up if the purchase flows into next year, we do not have what that pricing increase will be at this time. The DM has been working on the fuel capacity within the generators. The literature states 438 gallons per 24 hours. Our plan is to develop our own figures based on actual usage. Once the generator is installed we will test for 7 hours during maximum load and all night during minimum load and develop our own data. We will then know if we need a second tank at the site.
- Update on ADOT & I-19 Rest area water service: The agreement is currently with ADOT and working through their approval system. The engineer working on the project states that all our specs are included in the drawing. Prior to construction, the DM will walk through the project with them and sign off on our final approval.
- Discussion with Community Water regarding the service connection between the two utilities. The District currently has an agreement connecting our system to CWCs for emergency use in a power outage. This current agreement is problematic in that it can only feed water 4 or 5 blocks due to our higher pressure. The goal is to install a 6 inch hydrant on both sides of our boundaries which would allow us to use a pumper to suck water into our system and push the water farther into the District. The next step is to talk with decision makers at CWC. C. Wagner and L. Hoffman will attend the initial meeting.

D. Personnel: R. Newman

- Update on wage and salary ranges. R. Newman passed out his recommendations on ranges (attached). He explained the calculations he used to determine these ranges. He pointed out that all employees were within these new ranges. These are meant to be guidelines.

I move to accept the proposed salary ranges for employees as presented and becoming effect as of November 10, 2016,

Move: R. Newman 2nd C. Schuster Approved: 4/0 Chair abstains

E. Chairman Update: No report

5. Call to the public: No response

6. Announcements:

- Election of Board officers: Ballots will be prepared based on the intent forms and voting will occur at the December 8th Board meeting immediately after the swearing in of the new Board members.
- The next Finance and Technical Committee meetings will be on Monday, December 5, 2016 in the GVWD Conference Room. Times to be announced later.
- The GVWD Board meeting will be on Thursday, December 8, 2016 in the GVWD conference room at 9:30 AM.

7. Adjournment:

I move to adjourn the meeting

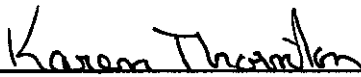
Move: C. Schuster 2nd: R. Newman

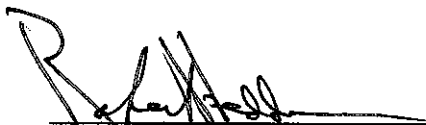
Approved: 4/0

The meeting was adjourned at 10:40 AM

Minutes approved December 8, 2016

GREEN VALLEY DOMESTIC
WATER IMPROVEMENT DISTRICT

By 
Karen Thornton, Clerk of the Board


Robert Hedden, Chairman