

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, December 16th, 2021**

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

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. Six (6) Board members were present; therefore, a quorum was announced.
 - A. Approval of November 18th, 2021, Board Meeting Minutes
- Motion to approve the November 18th, 2021, Board Meeting Minutes
Move: Dar Hollingsworth Second: Dr. Orndorff Approved: 5/0 Abstain: Chair
- B. Approval of November 18th, 2021, Executive Session Minutes
- Motion to approve the November 18th, 2021, Executive Session Minutes
Move: Hart Krumrine Second: Dar Hollingsworth Approved: 5/0 Abstain: Chair
2. Administrative Information – Chair of the Board, Eric Sullwold. He reminded the Board this is the one (1) year anniversary of the completion of the new District Headquarters. He congratulated the DM and District staff on creating a top notch DWID. He thanked Dara Duffy for her efforts in always providing accurate technical and financial data, while offering valuable input to the Board. The Chair commended the GVWD staff for establishing and maintaining a well-regulated and financially strong entity. As a service provider, the ADEQ Report is proof to any District customer who may be concerned regarding the quality of our product.
3. General Business – Chair of the Board, Eric Sullwold.
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 - a. Reviewed the DM's Operations Report for November 2021.
 2. Current Capital Budget: Reviewed the District's FY Capital Budget.
 3. Task List
 - a. There was a broken curb stop last night. The District's crew is currently working the problem which will be resolved today. The DM highlighted the process which GVWD utilizes to monitor all aspects of outages including the number of customers inconvenienced, their level of inconvenience, and the safety factor to GVWD staff.
 - b. The DM attended a webinar on the financial impact of draught. The information was valuable; however, it is not applicable to GVWD at this time.
 - c. The DM will remain the President of USC PUG for one (1) more year. The future of PUG was discussed.
 - B. Technical Advisory Committee – Hart Krumrine, in the absence of Chair, Bob Hedden.
 1. SCADA & Flex-Net Propagation study up-date:
 - a. No progress has been made. Still waiting for bids. Bids are expected by the end of December to allow for a decision in January.
 2. Meter Change out Project up-date:
 - a. MXU's are still back ordered with unknown ship dates. The work is expected to begin in January 2022 utilizing the available MXUs on the District's shelves.
 3. Riley Engineering up-date: Riley presented their Draft Hydrology Study report to the Technical Advisory Committee on December 13th. The study focused on Canoa

Ranch and the Canoa Ranch proposed expansion. The Study identified one need: Fire Prevention flow at the Canoa Ranch Booster Station pressure zone area. Riley has revised the nomenclature in their report to match the District's. The final version of the Hydrology Study Report is complete. The DM will provide e-copies of the Report and PowerPoint to the Clerk and Board members who have requested one.

C. Financial Advisory Committee – Chair, John Green

1. Review Financials

- a. The November financial statements were reviewed noting the following:
 - i. The District operating revenues, expenses and net income have favorable operating variances with a net income year to date of \$61,364.
 - ii. The newly formatted Balance Sheet and Cash Flow Statement presents a strong financial position.
 - iii. These new formatted statements are yet “work in progress” with final changes to be made next month. This will also include a Capital Expenditure Report and a final break out of our Reserves. The Chair commended Lora for her effort on this project while simultaneously addressing all her other duties.
 - iv. The Chair asked for Board members and Advisors to volunteer for the quarterly financial transaction review. Lora will create a sign-up sheet with meeting dates which will be emailed to Directors and Advisors asking for a minimum of three (3) volunteers per each of the four (4) meetings.

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

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 and Financial Advisory Committee Meetings are scheduled for Monday, January 24th, 2022, at 8:00AM and 9:00AM respectively.

B. The next Board of Directors Meeting is scheduled for Thursday, January 27th, 2022, at 9:30AM.

6. Administrative – Chair, Eric Sullwold

A. Motion was made by acclamation to approve new one (1) year terms for Eric Sullwold as Board Chair and Pat Carlstad as Vice Chair.

v. Adjournment

- Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: Hart Krumrine Approved: 5/0 Abstain: Chair

The meeting was adjourned at 10:07AM.

Minutes approved on January 27th, 2022.

Green Valley Domestic Water Improvement District