



# VILLA GRANDE

Domestic Water Improvement District

**Note: All meeting minutes are posted for informational purposes only. The board of directors does not ratify meeting minutes until the next scheduled board meeting.**

## Minutes

July 3, 2019 • Regular Meeting

**Call to Order:** Allen Grant called the meeting to order at 7:02 pm

**Directors Roll Call:** Present were Allen Grant, Cauy Washburn, Terry Eickstaedt and Bernie Vargas arrived late (7:35 pm). Ray Roerdink was absent.

**Discussion/Action Minutes: Minutes from June 12, 2019 Special Meeting and the June 12, 2019 Regular Meeting.** A motion was made by Terry Eickstaedt to approve and ratify the minutes for the 6/12/19 Special Meeting and the 6/12/19 Regular Meeting as written and seconded by Cauy Washburn. Vote unanimous 3-0. Motion carried.

**Call to the audience:** None present to address the board.

**Discussion/Action: ADEQ.** Joni Roerdink attended the WIFA Board meeting on 6/19/19. Joni also attended a pre-board meeting with Dan Dialessi, CFO, Andrew Salazar, loan officer, and Richard Mendolia, Program Specialist. Joni was told what to expect at the board meeting and it would be the recommendation by WIFA that VGDWID be approved for the loan. The entire draft document was provided to the directors for review before the VGDWID board meeting. The closing date is tentatively scheduled for 7/26/19. Our attorney must review the document and specific pages with signatures must be delivered by overnight delivery or hand delivered to WIFA. Joni did attend the WIFA board meeting and all seven board members voted to approve the loan. No questions by the board. Once WIFA received the signed resolution, the draft was sent to Joni to present to the VGDWID board of directors. It was the recommendation of WIFA to forgive 90% of the original loan principal of \$260,000.00. The actual loan will be \$26,000.00. The estimated interest rate will be 2.8%. The actual amount won't be determined until the day before the closing. It is based on prime plus their percentage. The payment schedule is included in the package the directors received. It is a 20-year loan. A replacement fund has to be set up along with a few other specific requirements as outlined in the draft document to be provided to WIFA annually. By working with WIFA and updating our financial information, including our asset list, it appears on paper that we are in a better financial position. The cash basis report we provided to WIFA did not reflect our assets and liabilities. We will be required to provide financial reports to USDA and WIFA that more accurately reflect our financial position, which will include both our assets and liabilities along with cash on hand. The annual report submitted to Pinal County only shows cash on hand. The other information was never recorded and Joni has been working on this to get it updated to reflect what is necessary to be approved for the loan. This will be required as part of the due diligence for the loan.

Joni contacted Linda Taunt and Stephanie Diaz regarding the conditional ATC. Joni wanted to confirm we were still on track with the scheduled time frame of getting the work done timely. Richard Mendolia has already requested the engineering services to design the system. This is being paid for with the technical assistance grant we received.

Because the funds are federal monies, the Davis Bacon Act must be followed and contractors must be paid in accordance with this act. It will also be subject to review/audit of all documents pertaining to this project. It is like a certified payroll. Joni mentioned that another meeting might have to be held prior to the closing of the loan. She will get more information from the loan officer. Joni will contact ADEQ about the date for the conditional ATC on 7/5/19.

**Discussion/Action: Well #1.** Jack informed Joni Roerdink that he hasn't had any problems with well #1. Jack did order a transducer for the alarm system. We were receiving some false alarms regarding the water levels in the tanks. The transducer should take care of this issue. It is expected in any day. Joni did call Jack because she had gone to the well site on 7/1/19 and the hydro tank was kicking on every 50-60 seconds. Jack went over to check on it and it was low on air.

**Discussion/Action: Well #2.** Jack mentioned that he had not had any issues with well #2.

**Discussion/Action: Generator Maintenance Update.** Terry Eickstaedt checked the generator on 7/2/19. All fluids looked good. Oil pressure is good. Terry stated that he had looked but didn't see any bees. The weeds were starting to come up again.

**Discussion/Action: Managers Report.** Joni Roerdink reported the following:

- There is one home that is for sale and should close on within the next two weeks.
- Water bills and final notices were sent out on 6/30/19.
- Disconnects are scheduled for 7/12/19. There were three customers disconnected for non-payment in June. There were 26 past due accounts for June services.
- There were a few extremely high water bills in June. A couple of customers have called about their bills. It appears we are having problems with the mail service again. One customer claimed they didn't receive a bill and another customer claimed an online bill payment was sent but Joni didn't receive it. It hadn't cleared the bank and was canceled and reissued.
- Joni hasn't received the updated asset list yet because she had submitted a couple of other assets that weren't on the report. One of those assets was the construction of the chlorine shed in the amount of approximately \$12,000.00. The other one is the generator. One of the bids listed the bid amount of \$55,000.00 for the generator. Joni is looking for the actual receipt. Once Joni finds the actual amount, Henry and Horne will update the asset list and Joni will provide that to the insurance company.

**Discussion/Action: Equipment & Site Report/Lab Tests.**

- Nitrate sample taken on 4/12/19 was 17.1 ppm. Resample was taken on 4/24/19 and came back at 17.2 ppm. No new sample was taken. We are only required to sample quarterly per ADEQ. Jack will be taking the quarterly nitrate sample within a few days.
- Coliform sample came back absent.
- We will also be taking the lead and copper samples within the next week or so.

**Discussion/Action: Meters/Installations/Reinstallations/Leaks/Repairs.**

- Jack and Chris have been putting in a lot of time installing the isolation valves and marking

them. They have spent several hours completing preventative maintenance that hasn't been done for years.

- The next order of business needs to include the lubrication of the fire hydrants as requested by the fire department.
- Jack has also replaced several meters and boxes that were on the original list done by two of the directors about two years ago. These were meters and/or boxes that needed to be replaced.

**Discussion/Action: New Water Line Installation.** The water loss was 1006 gallons in June. Joni Roerdink met with Elijah Gray with RWAA and reviewed the water lines that he had marked. There are a couple of small marks on the ground that he couldn't quite tell if they were water lines or not. Those are marked with small spots. He could also see blue flags where it had been marked before. Elijah could not find another leak. Elijah mentioned his first thought about the water loss was that maybe someone was stealing water. The water loss was very high. He went on to say that he doesn't think so anymore because the loss is so inconsistent. He felt if water was being stolen, it would be a consistent amount but our water loss is all over the place. He will come back again. He will check the lines on Carter Lane between the two houses. He didn't check that before. Elijah shut the water off for three hours and there was a loss of 30 gallons. He believes that there may be a leak below the canal in which case we will never find it. Elijah stated the canal has a concrete bed and it may be leaking under the canal. Joni mentioned to him the quote we received to run the line and attach it to the overchute. Joni mentioned to him about a conversation she and Ray Roerdink had with some gentlemen from RWAA last year at the ADEQ seminar up in Pinetop. They mentioned they help small water companies with repairs and there is no charge. Joni asked Elijah if they could do this repair at no charge. Elijah stated that because they use federal money they have to account for what they do. If they just come out and make the repair they have to charge for it. If they come out to teach us how to make the repair, there isn't a charge. Elijah's recommendation is to run the line on the west side of the overchute and it must be encased in a steel sleeve. He recommends having it sit on the concrete supports of the overchute. That would be low enough that it would be difficult to reach and would provide some protection. Elijah was going to check into more information for Joni regarding the possibility of getting assistance for that repair. Joni also mentioned that she would ask Elijah about the possibility of helping us with the leak at the fire hydrant on Stallion. She didn't think about it until after Elijah had left.

**Discussion/Action: Approve and Ratify Expenditures & Purchases.** The Board reviewed the Expenditures and Purchases for the month. Cauly Washburn made a motion to approve and ratify the expenditures and purchases as written for June. Terry Eickstaedt seconded the motion. Vote unanimous 4-0. Motion carried.

**Adjournment:** The Agenda being completed, Allen Grant adjourned the meeting at 7:55 pm.

Date \_\_\_\_\_

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Bernie Vargas

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Allen Grant

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Ray Roerdink

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Cauy Washburn

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Terry Eickstaedt



# VILLA GRANDE

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## Minutes

July 18, 2019 • Emergency Meeting

**Call to Order:** Allen Grant called the meeting to order at 7:03 pm

**Directors Roll Call:** Present were Allen Grant, Cauy Washburn, Terry Eickstaedt and Ray Roerdink. Bernie Vargas arrived late.

**Call to the audience:** None present to address the board.

**Discussion/Action: Proposed Resolution for Debt Authorization of WIFA Loan.** A motion was made by Ray Roerdink to approve the Resolution for Debt Authorization of the WIFA Loan as prepared by Attorney Stephen Cooper. Terry Eickstaedt seconded the motion. Vote unanimous 4-0. Motion carried.

**Discussion/Action: Proposed Resolution for Set Up of a New Bank Account for Construction Loan Proceeds.** Allen Grant asked if this account was strictly for the construction loan project. Joni Roerdink stated it was. The funds would be deposited to the new account upon receipt of payment requisitions submitted in connection with the construction of the nitrate treatment system. A motion was made by Cauy Washburn to approve a New G/L Account Set Up for the Construction Loan Proceeds. Ray Roerdink seconded the motion. Vote unanimous 4-0. Motion carried.

**Adjournment:** The Agenda being completed, Allen Grant adjourned the meeting at 7:08 pm.

Date \_\_\_\_\_

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Bernie Vargas

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Allen Grant

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Ray Roerdink

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Cauy Washburn

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Terry Eickstaedt



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## Minutes

July 25, 2019 • Special Meeting

**Call to Order:** Bernie Vargas called the meeting to order at 7:06 pm

**Directors Roll Call:** Present were Bernie Vargas, Allen Grant, Terry Eickstaedt and Ray Roerdink. Cauy Washburn was absent.

**Call to the audience:** None present to address the board.

**Discussion/Action: Proposed Resolution to approve the form and authorize the execution and delivery of WIFA loan agreement.** A motion was made by Terry Eickstaedt to authorize and accept the Resolution as written. Ray Roerdink seconded the motion. Vote unanimous 4-0. Motion carried.

**Adjournment:** The Agenda being completed, Bernie Vargas adjourned the meeting at 7:08 pm.

Date \_\_\_\_\_

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Bernie Vargas

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Allen Grant

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Ray Roerdink

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Cauy Washburn

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Terry Eickstaedt