



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

February 5, 2020 • Regular Meeting

Call to Order: Allen Grant called the meeting to order at 7:00 pm

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

Discussion/Action Minutes: Minutes from January 8, 2020 Regular Meeting. A motion was made by Ray Roerdink to approve and ratify the minutes for the 1/8/20 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: Annual Election of Officers. Due to two of the board members being absent, Ray Roerdink made a motion to table the annual election of officers until 3/4/20 board meeting and it was seconded by Cauy Washburn. Vote 3-0. Motion carried.

Discussion/Action: ADEQ. Joni Roerdink spoke with Samantha Lemke, WIFA project manager, regarding the first requisition for funding our WIFA loan. Joni had received a \$5,500 bill for the initial design charges for the December billing which is the design phase. The design phase will come from the loan funding, not the Technical Assistance funding. Joni completed the requisition and submitted it to Samantha for confirmation it was completed correctly. There are additional areas that don't apply to this requisition yet and will only apply to the construction phase. Samantha had initially told Joni that after reviewing it, everything looked good and move forward with the submission. Samantha also stated VGDWID didn't need the engineering seal or the engineering signature on the form. Joni pulled everything together and the following Monday emailed Samantha for the address to submit the requisition to. Samantha came back and stated that she had spoken to her supervisor and VGDWID did have to have the engineering seal and we did have to have the engineer's signature because it was part of the design phase. Joni contacted Troy Belcher at WestLand Resources and Troy then called Samantha Lemke and then contacted Joni to share what he had discussed with her. Troy needed to find out which engineer in his organization was authorized to sign the form. Joni didn't want to delay payment of the invoice mailing paperwork back and forth gathering signatures. Troy contacted Joni and sent her a copy with the seal and the engineering signature. She then had Allen Grant sign the form and submitted it for payment. Joni worked out the process with Troy to avoid any lengthy delays in getting the signatures for submission.

Joni also hear from Stephanie Diaz with ADEQ. She had helped prepared the Consent Order. Joni had put the appointment on her calendar to contact Stephanie to follow up so as not to miss any deadlines with the Consent Order or the ATC. Joni had submitted the WestLand Proposal with the scheduled timeline line for her to review. Stephanie did review it and contacted Joni again for a discussion regarding the timeline. She believes that if the system stays within 2-3 weeks of the deadline for the permit, the Consent Order should not have to be amended. Her big concern is the bidding and construction will take longer than the 120-day stated in the Consent Order. In that case, ADEQ would need to amend the Consent Order.

As far as the ATC on Well #2, it is estimated the construction will not be completed until the end of August. In this case, it is likely that we will have to file for an extension of the "Conditional ATC" on the well. Stephanie will follow up with the engineering desk at ADEQ to find out what is required for applying for the extension and will let Joni know.

Discussion/Action: Well #1. Jack mentioned he had not had any issues with well #1.

Discussion/Action: Well #2. Jack had gone to the well site to check the chlorine, which he does routinely. He found it was plugged up. He was also doing housekeeping at the site to get rid of weeds and needed water. He tried to get some water at well #2 and found the pump was tripped. He didn't know it had tripped. We don't have well notification alarms when the pump is tripped. Jack is currently checking on that type of notification. He didn't know how long the well had been off. Joni had discovered while paying the APS bill and entering the meter readings for billing, the pump had been off for a month. Jack said that made sense. He needed water and found the water was brownish and proceeded with the pump to waste to clear it. He let it run for a couple of hours but was still brownish. He had to order chlorine which he wouldn't get in until about 2/6/20. He will then treat the system with chlorine and let it sit for 24 hours. He will then do the pump to waste again and make sure it is clear before putting the well back online. Well #1 has been keeping up with demand. Ray Roerdink asked why if the wells are checked each time someone is at the site, it was checked to make sure it is running. Joni stated the wells don't run 24 hours a day. They only run when there is demand. Even with alternating wells, they will only run when there is a demand for water. The level indicators will notify us if the water level in the tanks drop due to the wells not pumping.

Jack hasn't had any issues with the booster station this month.

Discussion/Action: Generator Maintenance Update. Terry Eickstaedt called Joni before the meeting and stated he had checked on the generator the day before the meeting. There were 358.1 hours on it. All fluid levels were good. There were no bees at the site and no other issues.

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

- Water bills were sent out on 2/2/20.
- Final notices were sent out on 2/3/20. There were 28 delinquent customers.
- Disconnects are scheduled for 2/13/20. There was one disconnect in January.
- Past due amounts \$2,066.48
- The Annual Report has been completed by Henry and Horne. Joni just received the draft copy for review. After reviewing it she will submit and approve for the final copy. It will then be submitted to Pinal County prior to the deadline.
- Joni completed the financial reporting and the 1099-MISC's to the IRS timely.
- Joni is also trying to finish completing the Census report to file timely by 2/18/20. It should be submitted within the next few days.

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

- Nitrate sample taken on 11/25/19 was 16.8 ppm. Resample was taken on 12/2/19 and came back at 16.6 ppm.
- Coliform sample came back absent.
- Our next report is the Annual Water Report and it is due in March followed by the CCR report which is due June 30, 2020. Jack and Joni are trying to get it completed early due to the nitrate treatment system construction which will be taking time in June.

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

- VGDWID replaced 15 meters and boxes and backfilled with gravel. VGDWID has also had some issues with meters that aren't backfilled with gravel. When it rains, the meters are covered in mud and the mud is scratching the meter lens in some cases where it can't even be read.
- Cleaned meter boxes to aid in meter reading.
- Jack began installing a coper air line from the hydro tank to the compressor underground.
- Housekeeping issues – weed control around the well sites.
- Ray Roerdink noticed the fire marshal over on Stallion Drive. Ray asked if he was flushing hydrants. Joni told him no. She was told, she would be notified in advance of the visit so we could notify water customers. Joni went over and found a small fire had melted the barricade sign over there and melted the telephone box. The telephone company has been out and covered their system.
- Jack still has a few isolation valves that he is trying to locate.

Discussion/Action: New Water Line Installation. Our loss for January was 212 gallons (174 gallons in December). Joni hasn't heard anything back from Elijah since our last meeting. Joni is trying to find out if there is any technical assistance that could help us especially with the hydrant leak on Stallion Drive. He also hasn't notified us whether he has located the leak detecting equipment.

Discussion/Action: Approve and Ratify Expenditures & Purchases. The Board reviewed the Expenditures and Purchases for the month. Cauy Washburn made a motion to approve and ratify the expenditures and purchases as written for January. Ray Roerdink seconded the motion. Vote unanimous 3-0. Motion carried.

Adjournment: The Agenda being completed, Allen Grant adjourned the meeting at 7:30 pm.

Date _____

Bernie Vargas

Allen Grant

Ray Roerdink

Cauy Washburn

Terry Eickstaedt