



# 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

January 8, 2020 • Regular Meeting

**Call to Order:** Bernie Vargas called the meeting to order at 7:00 pm

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

**Discussion/Action Minutes: Minutes from December 4, 2019 Regular Meeting.** A motion was made by Terry Eickstaedt to approve and ratify the minutes for the 12/4/19 Regular Meeting as written and seconded by Cauy Washburn. Vote unanimous 5-0. Motion carried.

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

**Discussion/Action: ADEQ.** Joni Roerdink spoke with Richard Mendolia, project manager at WIFA. He left WIFA on December 13, 2019. Joni was informed on 1/7/20 that his replacement is Samantha Lemke. Before Richard left, he and Troy Belcher (Westland Resources) got together to finalize the Technical Assistance billing for the nitrate treatment system. They copied Joni on many of the emails. The Technical Assistance billing is sent directly to WIFA for payment not to VGDWID. So that piece has been taken care of.

VGDWID did receive a copy of the Proposal from Westland Resources. The directors were emailed a copy of the proposal. Ray Roerdink and Joni reviewed the proposal before returning a signed copy to Westland Resources so we can move forward to the next phase. Initially, the completion date was to be June 30, 2020. After reviewing the proposal it looks to be pushed back to August 30, 2020. This will be pushing the deadline for the Conditional ATC. Joni has been working with Sara at ADEQ due to the Consent Order. We may have to have that amended a second time to stay in compliance due to the extended completion date proposed by Westland Resources. Sara will also work with the engineering desk where we filed the ATC to make sure we stay in compliance and not miss our deadline.

The loan officer from WIFA called Joni on 1/7/20 and asked if we had filed for another amendment to the loan. Joni informed him that VGDWID had not. He stated it was just a misunderstanding on this part then.

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

**Discussion/Action: Well #2.** Jack mentioned he had not had any issues with well #2. Jack hasn't had any issues with the booster station this month.

**Discussion/Action: Generator Maintenance Update.** Terry Eickstaedt stated he had checked on the generator a couple of times during the month. The temperatures were good. The fuel level was at 5/8. All fluid levels were good. There were 356.4 hours on it. Terry saw one bee around the generator and several dead bees. He will repair the hole in a couple of days.

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

- Water bills were sent out on 1/2/20.
- Final notices were sent out on 1/3/20. There were 20 delinquent customers.
- Disconnects are scheduled for 1/13/20. There were no disconnects in December.
- Past due amounts are \$1,949.31
- Joni is still working on the costs for installing new service lines discussed in a previous meeting to allow the directors to adjust the rate schedule for 2020-2021. With all the end of month reports and preparing everything for the annual report, Joni hasn't had time to move forward with gathering quotes.
- Joni is waiting for the final two documents, which are the interest statements for USDA and the Shamp loan, which will be submitted to Henry & Horne as soon as they are received. They have until January 31, 2020 to mail them out. Those documents are not available online. Henry and Horne are aware of that. Steven May, Henry and Horne, also asked if WIFA and USDA were happy with the financials we submitted to them last year. Joni reported that both were happy with what she submitted to them. Unless either agency states otherwise, Joni will keep submitting in order to save VGDWID money. Joni told Steven both agencies had asked for the balance sheet, the financials and a copy of the Annual Report submitted to Pinal County.
- Joni is also preparing the 1099-MISC for 2019. She is hoping to have those completed on 1/10/20. The 1099-MISC's are also required to be filed with the IRS by 1/31/20.
- Jack Cook and Joni had also been preparing for the 12/5/19 Sanitary Inspection. We had one violation. The inspector wanted the vent covered with screen. Jack tried to explain it was our sounding tube. Jack just told him to cite us and he would put the screen on it. Jack submitted the photos of completion within nine days of the inspection. ADEQ sent Joni an email stating that ADEQ is in the process of preparing the Notice of Cancellation of the NOV. Another addition the inspector wanted was to add verbiage on our Emergency Response Place regarding actions involving customer backflow contamination and the storage of our emergency spare parts. This was not listed on the NOV but was submitted (and updated in ERP manual) to show compliance. An electronic copy of the ERP manual was submitted to ADEQ for their file.

**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. Jack Cook just took the nitrate sample for the current quarter. It should be coming back any day.

- Joni and Jack both received calls from Holli LaBrie, ADEQ Enforcement. She said VGDWID was not sending sample and resample reports on time. Joni and Jack both stated they were always sent and posted the same day of receipt from the lab. Holli claimed that she had received an “excursion” alert and we hadn’t resampled within the 24 hours. Joni stated she didn’t get the “excursion” alerts. She only received the “final” report. “Excursion” alerts let you know the sample may be higher than the limit but it is not the final report. Holli called the lab and asked if they were the final report and the lab told her no. The final report doesn’t come out for 3-4 days following the excursion alert. Holli made the lab set Joni up to receive the excursion alerts because that is the date she wants us to use going forward. Jack and Joni both explained to Holli that we have never used the excursion date because on occasion our final lab results have changed from the excursion date in the past and we have always used the final report date. Holli called and emailed Joni that she wanted us to use the excursion date.
- Coliform sample came back absent.
- Everything else has been completed and submitted. Our next report is the Annual Water Report and it is due in March.

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

- VGDWID replaced six meters and boxes. We returned several days later to backfill with gravel due to the ground being so wet. The meters that are “high priority” (due to lens being broken, cracked, non operational, etc.) are being replaced first. While meters are being read each month, a note is made on the condition of the meter.

**Discussion/Action: New Water Line Installation.** Our loss for December was 174 gallons (1110 gallons in November). Joni Roerdink stated that she had forgotten about a broken water line between the NWC meter and the meters north of the canal. That could account for the increased loss. The water was shut off as quickly as possible. Joni also heard back from Elijah at RWAA and he did come back out and looked at our system in September. He tried to locate any illegal taps north of the canal but didn’t find any. He did find a couple of lines that came out from the east side of one of the lots but ended up connecting at the power pole. There was no water source there.

Elijah did ask about the distribution piping we had discussed before and Elijah was going to take the information to his staff meeting. He did and was told they don’t have the manpower and tools to do that and their assistance is limited to technical assistance training. Joni will check into the technical assistance training and see if they can still help us with the leaking hydrant. Elijah was also going to check to find out where their leak detection equipment is at get back to us. He knows it was being used on another system.

**Discussion/Action: Approve and Ratify Expenditures & Purchases.** The Board reviewed the Expenditures and Purchases for the month. Ray Roerdink made a motion to approve and ratify the expenditures and purchases as written for December. Terry Eickstaedt seconded the motion. Vote unanimous 5-0. Motion carried.

**Adjournment:** The Agenda being completed, Bernie Vargas adjourned the meeting at 7:22 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