

## Rim Trail Domestic Water Improvement District Board meeting minutes

June 27<sup>th</sup>, 2015

Held at Whispering Pines Fire Department

**DRAFT UNTIL APPROVED AT THE NEXT BOARD MEETING**

The meeting was called to order at 1:01 PM

In attendance

Board: Dave McKibben, Ray Tanner, Bruce Johnson

District Manager: Don Ascoli

Public: None

By Phone: None

A roll was called-Chairman McKibben, Treasurer Ray Tanner, and Secretary Bruce Johnson were present and a quorum was established.

Tanner moved that the minutes of the prior meeting be approved; Johnson seconded. Minutes were approved.

### District Manager's Report

#### Routine Activity

No leaks, Two customers call regarding billing, no water or meter miss-readings. One customer call regarding billing. Two notices of change of billing address.

#### Blue Stake

Four Blue Stake requests; Ascoli and Johnson attended Arizona811 Annual meeting at Prescott Valley; there was a near miss on contractor excavation at Lot 22.

#### Repair and Upgrade Projects

Installed lockbox on Lot 26 meter; installed new meter at Lot 123H; installed blow off connection south end Ranch Lane; repaired broken line lot 123W and installed new shut off valve.

Tanner asked about turn-on fee. A lengthy discussion followed, including transfer of ownership and turn on/off fees. Ascoli suggested that the District's Rate and Fee Schedule needs to be amended for clarity. Hypotheticals were discussed. Rates will be set later in this meeting.

#### Chris Menghini water line break issue

Agreement was reached and he is meeting the terms.

#### Accountant

New accountant completed review FY 2013-2014 and document were provided to WIFA.

## Major Project Status

Payson Water Line scheduled to begin digging first week of August. The next meeting is July 24<sup>th</sup>.

A letter expressing RTDWID concerns and expectations for reimbursement for costs incurred is ready for approval. A Blue Stake request has been received.

## Five Member Board

HB2660 goes into effect August 6<sup>th</sup>. Investigation into cost and procedure to expand board from 3 to 5 members is in progress.

Johnson asked whether a special election was needed, or wait till next general election.

Tanner asked whether members could be appointed. Ascoli explained the process. Procedure will be researched.

## District Water Rights

Members of the Board and District Manager met in teleconference approved Executive Session with Attorney David Brown to consult and map out approach with SRP.

## Replacement of tank on White Tail Knob

Have received bids; working on final details. Tanner questioned need for new tank. Ascoli will prepare a presentation for next meeting.

## Turbidity

Alternative to flocculation being investigated.

## District Manager Requested Board Actions

Request approval to purchase markers and initiate survey. Request approval to start the New District Map project. Action was delayed till after approval of the budget.

## Treasurer's Report

Bank balance \$94,000; net income \$10779 (year to date over budget by \$38,000).

## Secretary's Report

None.

## Chairman's Report

None.

Budget line items and asterisk items were discussed. Ascoli explained that labor of \$400 for meter installation is understated, and should be closer to \$1200. Johnson asked if this expense is covered by the \$3000 fee and Ascoli answered yes. Tanner explained that posted budget items cannot be raised without going through posting process again. Accounting procedure was discussed. Bulleted items on the budget require additional Board approval before expenditure.

It was moved to accept the amended budget by Johnson and seconded by Tanner.

Line item Software Quickbooks purchase and Maintenance and was moved by Tanner and seconded by Johnson. Discussion of software followed. Decision was made to postpone El Dorado Upgrade purchase until current versions are mastered. Motion was approved.

Purchase of utility markers discussion ensued. Tanner felt that they were too large and unsightly. After discussion it was moved by Tanner to purchase 20 units, seconded by McKibben. Authority to purchase one bundle of 20 was approved.

Mapping and survey of district was discussed. Description of process and technology was given by Ascoli. Tanner discussed needs versus wants. Johnson supported Manager's request for survey. It was suggested to commence survey with basic map and field survey to follow. McKibben asked about additional labor costs. It was moved by McKibben to approve the expense of up to \$4000 to initiate the work, and seconded by Johnson. A vote was taken and motion carried.

Discussion of Payson pipeline was begun. Its impact on Rim Trail budget was highlighted, and letter to Payson for reimbursement was examined and edited. Ascoli agreed to hand deliver it to Payson authorities.

Rate schedule for residents was discussed. Proposed impact fee of \$3000 was made a motion by McKibben and seconded by Tanner. Parcel splits and any other parcels not having previously paid the 1979 and 1985 bond levy assessments should pay the impact fee of \$3000 before a meter can be installed. Motion was voted and approved. Ascoli will amend the Rate and Fee Schedule for inclusion.

Flat rate charges were discussed. It was proposed that a flat rate schedule for up to 36,000 gallons of water annually be instituted, commencing July 1st. The financial impact to the district was negligible. Moved by Johnson and seconded by Tanner. Motion carried.

Ascoli brought up the turn off/on fees as well as ongoing charges for lots that have changed ownership but have not requested the water to be turned on. It was stated that the lot is to be charged the monthly minimum of \$79 even if there has been no notification by the new owner. A lengthy discussion ensued. Tanner made a motion to clarify the requirement for billing the monthly minimum even when there is a change in ownership without any notification from the new owner. Johnson seconded. It was voted and passed.

Meeting was adjourned at 4:45.

Bruce Johnson

Secretary