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BOARD: COREY GARRISON, Chairman  
GEORGE DRAZEK, Secretary  
CHRISTINE ANDERSON, Treasurer  
RICK NELSON  
MARK LALIBERTE  
STAFF: ERICA BOYLE, Clerk  
JEFF FRAZEY, Superintendent

## NOTICE AND AGENDA OF MEETING OF THE TONGO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

Pursuant to A.R.S. §38-431.02, notice is hereby given that the Tonto Hills Domestic Water Improvement District will hold a public meeting at the following time and location:

Time: **Saturday, May 30<sup>th</sup>, 2026, 9:00 AM**  
Location: **Christ the Lord Lutheran Church  
9205 E Cave Creek Road  
Cave Creek, Arizona 85377**

### And Via Zoom

<https://us02web.zoom.us/j/85178770658?pwd=kYUCJNKRFod4o2qHFsxymxrGfa6s9j.1>

Meeting ID: 851 7877 0658  
Passcode: 316780

The District Board may vote to go into Executive Session to discuss certain matters. **Persons with a disability may request a reasonable accommodation to attend by contacting the Board at the addresses shown in the letterhead or by calling Erica Boyle at (480) 595-0128. Requests should be made as early as possible to arrange the accommodation.**

### AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Introduction, Opening Comments, and Chairman's report**
  - Request for Agenda Items
4. **Call to the Public for Items not on the Agenda:** Members of the public may address the Board regarding items not on the agenda. The Board may not discuss items not listed on the agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.)
5. **Consent Agenda Items:** The Board may act on the items listed below by one motion and approve all consent agenda items by one vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. **Acceptance of meeting Agenda**
  - B. **Acceptance of Minutes of previous meeting(s)**
6. **Regular Agenda Items:** The Board will discuss, consider, and possibly act on these matters separately.
  - A. **Operations**
    - Operations update – Frazey
      - Bacteriological (coliform) sampling round
      - Maintenance Schedule
      - New applications
      - Infrastructure Improvement
        - MCDOT Improvement
        - New and replacement standpipe schedule
        - Update on THIA cost coverage of standpipe replacement
      - Replacement of tank inlet line



- Ensure significant activity log is up to date
- Conduct PRV inspection and preventative maintenance – Frazey
- Certify/recertify operators – Frazey
- Complete confined space paperwork – Frazey
- Complete/reconcile spare parts/equipment register – Frazey
- Incidents
  - May 21 system outage
  - Review of the water inlet following incident

**B. Financials**

- Review monthly/YTD P&L and balance sheet – Garrison
- Review water use and graphs – Garrison
- Prepare YTD P&L to budget comparisons – Anderson
- Update on water bill delinquencies – Drazek
- Update on bill assessments and delinquencies – Nelson
- Provide clerk check register/bank/investment stmts. Copy/signatories – Board
- Send WIFA Indebtedness Report to State Treasurer’s Office/Open Book – Anderson
- Prepare/submit annual WIFA loan report
- Update on bank transfer – Drazek
- Compare THDWID rate structure to others’
- Investigate grants – Nelson

**C. Administration**

- Deliver New Resident Packages – Frazey
- Discuss updates to THDWID Policies and Procedures Section 4.0 Addition/Modification for design/installation standards – Board
- Review and update P&Ps – Drazek
- Review Mission S/W/O/T – Weaknesses – Board
- Updated hookup fee schedule along with substantiating/supporting material from other municipalities – Board
- Send Conservation Letter – Nelson
- Discuss impact of expiration of Southwest States Colorado River use agreement and possible THDWID actions – Board
- Conduct annual Operations audit – Ops Review Committee
- Board employee performance appraisal discussion – Board
- Destroy records beyond retention period requirement – Drazek
- Review performance of contractors – Ops Review Committee

**D. Water Quality**

- Sampling results – Frazey

**E. Board Action Calendar – June**

- Check pressure gauges in PRVs Frazey
- Ensure significant activity log is up to date Frazey
- Prepare aged DWID assessment delinquency report Anderson
- Submit Consumer Confidence Report to ADEQ/Members Frazey
- Make semi-annual WIFA payment Anderson
- Confirm test of Scottsdale backflow prevention device Frazey



- Update shutdown & emergency procedures and, by street, the Member emergency notification list

Frazey

**7. Announcements**

- A. Future meeting dates
- B. Future Board agenda items

- 8. Executive Session:** The board may vote to go into executive session regarding any of the agenda items or items listed below, pursuant to A.R.S. §38-431.03(A)(1), §38-431.03(A)(2), §38-431.03(A)(3) and §38-431.03(A)(4). Notice is hereby given to the Board of Supervisors and the general public that the Board may vote to go into Executive Session, which will not be open to the public, for the purpose of discussion of personnel matters, discussion or consideration of records exempt by law from public inspection, for obtaining legal advice from its attorney(s), or for discussion or consultation with its attorney(s) in order to consider its position and instruct its attorney(s) regarding pending or contemplated litigation.

- A. Mr. Garrison has requested an employee review.

**9. Adjournment**

Dated this 27<sup>th</sup> day of May 2026.

TONTO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

*Erica Boyle*

Erica Boyle, District Clerk