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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 TONTO 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, April 27th, 2024, 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/81196171370?pwd=K0x5bVRISkhla0d3dFdvQUVRL1dQdz09>

Meeting ID: 811 9617 1370
Passcode: 749343

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)**
 - C. **Acceptance of Minutes of February 22 Rate Increase Hearing**
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
 - Check pressure gauges in PRVs
 - New applications
 - Infrastructure Improvement
 - Tank Replacement presentation update
 - Conduct Board valve training – Frazey
 - Certify/recertify Contractors – Frazey



- Lead and Copper Service Inventory Update – Frazey
- Incidents

B. Financials

- Review monthly/YTD P&L and balance sheet – Garrison
- Review water use and graphs – Garrison
- Update on water bill delinquencies & late assessments – Nelson
- Discuss transfer of funds from checking to high yield savings – Board
- Prepare YTD P&L to budget comparisons – Anderson
- Prepare/submit annual WIFA loan report – Garrison
- Ensure liability insurance payment is made or scheduled – Garrison/Anderson
- Request for proposal for payroll, billing, and accounting – Anderson
- Base rate for unimproved lots – Board

C. Administration

- Deliver New Resident Packages – Frazey
- Review Mission S/W/O/T – Board
- Conduct annual Operations audit – Ops Review Committee
- Assign responsibilities per P&P section 1.2.2D5 – Garrison
- Send high user letters & Conservation newsletter – Nelson
- Discussion of liability of assessing unimproved properties – Board
- Update leak protection company and water trucking company – Garrison/Boyle

D. Water Quality

- Sampling results – Frazey

E. Board Action Calendar – May

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| • Review deposit refund schedule, if any | Anderson |
| • Bill assessments | Swan |
| • Board employee performance appraisal discussion | Board |
| • Provide clerk check register/bank/investment stmts. Copy | Anderson |
| • Compare THDWID rate structure to others' | Garrison |
| • Destroy records beyond retention period requirements | Drazek |
| • Review performance of Contractors | Ops. Committee |
| • Conduct PRV inspection and preventative maintenance | Frazey |
| • Complete confined space paperwork | Frazey |
| • Complete/reconcile spare parts/equipment register | Frazey |
| • <u>Send Conservation newsletter</u> | <u>Nelson</u> |

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.

- None.



9. Adjournment

Dated this 23rd day of April 2024.

TONTO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

Erica Boyle

Erica Boyle, District Clerk