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**BOARD:** RALPH SPURGIN, Chairman  
RICK NELSON, Secretary  
COREY GARRISON, Treasurer  
KEITH PEIRCE  
BILL VICTOR  
**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: **January 19, 2019, 9:00 AM**  
Location: **Christ the Lord Lutheran Church**  
**9205 E Cave Creek Road**  
**Cave Creek, Arizona 85377**

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

A. Introduction, Opening Comments, and Chairman's report.

#### 2. Roll Call

3. **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.)

4. **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)

5. **Regular Agenda Items:** The Board will discuss, consider, and possibly act on these matters separately.

A. Operations

- Operations update – Frazey
  - Update on lot 61 meter replacement
  - Update on Maricopa County protective collars issue
  - Update on rip rap installation at the house above the tank – Nelson
  - Update on storage shed installation
  - Update on rip rap on tank road
  - Other
- Incidents and incident logs – Frazey

B. Financials

- Review monthly and YTD P&L and balance sheet – Garrison
- Review delinquencies including assessment delinquencies – Nelson
- Review water use and graphs – Nelson
- Discuss issues on approval of City of Scottsdale proposal regarding rates/banked water – Victor



- Make semi-annual payment to WIFA – Garrison
- Discuss capitalization of tank repair, CAP capital cost, meters, and storage shed
- Prepare year to date P&L to budget comparisons – Victor

C. Administration

- Deliver New Resident packages – Nelson
- Send Annual High Water Use Letter – Nelson
- Update Policies & Procedures revisions
- Renew Transaction Privilege Tax Exemption – Victor
- Review bank statements and payable invoices – Ops Review comm
- Draft prior year’s accomplishments listing – Nelson
- Reconcile Desert Inet payments vs. APS invoices – Victor
- Review and update website – Peirce
- Update by street the member emergency notification list – Frazey
- Complete Ops Debit Card process, bank signature – Victor
- Discuss DWID ten year anniversary celebration – All

D. Water Quality

- Sampling results – Frazey
- Disinfection By-Products sampling round (oversight) – Frazey
- DWAR 32/33 reports to ADEQ and Legend Technical Services reporting change – Frazey

F. Board Action Calendar – February

• Update by street the member emergency notification list	Superintendent	January
• Prepare/submit annual WIFA loan report	Treasurer	February
• Assign responsibilities per P&P section 1.2.2D5	Chairman	February
• Review insurance coverage	Nelson	February
• Review Conservation Plan-set Stage	Board	February
• Review Code of Conduct	Board	February
• Review Employee Handbook	Board	February
• File Workmen’s Compensation Report with Insurer	Treasurer	February
• <u>Send Conservation Newsletter</u>	<u>Nelson</u>	<u>February</u>

6. Announcements

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

7. **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.

8. Adjournment

Dated this 14th day of January 2019.  
 TONTO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

*Erica Boyle*

Erica Boyle, District Clerk