



**MAIL:** 11228 E. Hohokam Lane, Cave Creek, AZ 85331  
**EMAIL:** THDWID.board@gmail.com  
**WEB:** www.TontoHillsWater.org  
**OFFICE PHONE:** (480) 595-0128  
**EMERGENCIES:** (480) 745-1427

**BOARD:** RICK NELSON, Chairman  
MAGGIE GIBBS, Secretary  
COREY GARRISON, Treasurer  
KEITH PEIRCE  
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: **April 24, 2021, 2:30 PM**

Location: **Via Zoom**

<https://us02web.zoom.us/j/86901077896?pwd=dWhtcEpxMGNJSlgrUExpK3phcXA4UT09>

Meeting ID: 869 0107 7896

Passcode: 310544

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. Opening Comments

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
    - Meter and valve replacements
  - New applications
  - Infrastructure Improvement



- Update on MCDOT paving project – Nelson/Frazezy
- Update water trucking company list – Nelson
- Conduct Board valve training (PRV per J. Frazey) – Board
- Certify/recertify Contractors (Water tank delivery) – Frazey
- Incidents
- Other

**B. Financials**

- Review monthly/YTD P&L and balance sheet – Garrison
- Review water use and graphs – Nelson
- Review 2020 YTD P&L to budget comparisons – Garrison
- Review bank statements and payable invoices – Peirce/TBD
- Update on water bill delinquencies – Nelson
- Update on assessment delinquencies – Nelson
- Provide clerk check register/bank/investment statements copy – Garrison
- Bank cards for Parkway for new Board members – Garrison
- Ensure liability insurance payment is made or scheduled – Garrison
- Investigate grants – Nelson
- Late fee collection – Nelson

**C. Administration**

- Deliver New Resident packages – Frazey
- Discuss Rates and Rate Structure – Board
  - Public meeting notification – Victor
  - Status of graphs to show high use
  - Presentation development
- Conservation update to website (summarize Conservation Plan) – Nelson/Boyle
  - Mrs. Boyle to update graph on main website page
- Send Conservation Newsletter – Nelson
- Destroy records beyond retention period requirements (ongoing) – Nelson/Victor
- Legal Expertise (Lot 115 Investigation) – Nelson/Laliberte/Victor
- Review and update P&Ps – TBD
- Update on antenna modification – Nelson/Frazezy
- Ops Review Committee (Mr. Victor insurability) – Board
- Committee and Board of Director appointments (update on candidate) – Board
- Review S/W/O/T

**D. Water Quality**

- Sampling results – Frazey

**E. Board Action Calendar – May**

- Review deposit refund schedule, if any Garrison
- Bill assessments Garrison
- Board employee performance appraisal discussion Board
- Board employee performance appraisal discussion Board
- Compare THDWID rate structure to others' Nelson



- Review performance of Contractors Ops. Comm.
  - Conduct PRV inspection and preventative maintenance Frazey
  - Complete confined space paperwork Frazey
  - Complete/reconcile spare parts/equipment register Frazey
  - Send Conservation newsletter Nelson
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**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.

**9. Adjournment**

Dated this 28<sup>th</sup> day of March 2021.

TONTO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

A handwritten signature in blue ink that reads "Erica Boyle".

Erica Boyle, District Clerk