



**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  
BILL VICTOR, Secretary  
COREY GARRISON, Treasurer  
KEITH PEIRCE  
RALPH SPURGIN  
**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: **February 27, 2019, 5:00 PM**  
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
      - Bacteriological (coliform) sampling round
      - 2019 Maintenance Schedule
      - Update on rip rap on tank road
      - Update RWAA conference registration
      - Applicability of Flume Water Monitor
      - 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/Spurgin
    - Prepare/submit annual WIFA loan report – Garrison



- Discuss capitalization of tank repair, CAP capital cost, meters, and storage shed – Garrison
- Other

C. Administration

- Assign responsibilities per P&P section 1.2.2D5 – Nelson
- Review of Paychex – Peirce
- Review insurance coverage – Nelson
- Review Conservation Plan-set Stage
- Complete Ops Debit Card process, bank signature – Frazey
- Status of P&P appendices review – Victor
- Update COS supplemental water agreement – Victor
- Status Workmen’s comp audit filing with insurer – Garrison
- Review AGM meeting preparation and assignments – Nelson
- AZ rates survey response
- Review Code of Conduct
- Review Employee Handbook
- Send Conservation newsletter – Nelson

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

E. Board Action Calendar – March

• Hold annual meeting with Members	Nelson	March
• Review Mission S/W/O/T	Nelson	March
• Submit ADWR Annual Water Withdrawal and Use Report	Frazey	March
• Submit ADWR Water Stored Report for RWCD	Frazey	March
• Conduct annual Operations audit	Ops Review Comm.	March
• <u>Investigate Grants</u>	Nelson	March

**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 24th day of February 2019.  
 TONTO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

*Erica Boyle*

Erica Boyle, District Clerk