

Joseph City Utilities  
Po Box 147  
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## **BOARD MEETING MINUTES**

**Meeting Date:** January 26, 2021

**Call to Order:** Joe Zabadal @ 5:57 p.m.

**Pledge:** Rusty Westover

**Prayer:** Rhonda Roberson

**In Attendance: Board members:** Rhonda Roberson, Wayne Solomon, Rusty Westover, Gary Rice, and Joe Zabadal

**Employees:** Elaina Wagoner, Taylor Wilbanks, and Herschel Slivers

**Public:** N/A

**Call to the Public:** N/A

**Acceptance of the Agenda:** Rusty Westover makes a motion to accept the agenda as presented. Wayne Solomon seconds the motion. All in favor; Rusty Westover, Rhonda Roberson, Joe Zabadal and Wayne Solomon. Abstain: Gary Rice

**Acceptance of Last Meeting Minutes:** Rhonda Roberson makes a motion to accept the meeting minutes as presented for the regular session held on December 1, 2020. Rusty Westover seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal and Rhonda Roberson. Abstain: Gary Rice

**Operations Report:** Taylor Wilbanks states that December was a busy month for us with multiple water leaks, this caused us to push back our planned projects we had for the month. Taylor Wilbanks reports that the tablet chlorinator that was being discussed at the last meeting was no longer available, Taylor got in touch with Joe Zabadal and ordered the tank mounted gas chlorinator. When

we went to install the new chlorinator, we saw the booster pump in the well house burnt out, Taylor Wilbanks ordered a new one and it will be installed by an electrician on February 2<sup>nd</sup>. Taylor Wilbanks informs the Board that our sampler had missed turning in a sample to ADEQ which resulted in us receiving a monitoring and reporting violation that will be posted on the AZ safe drinking water information system website. Not related to the violation ADEQ requested a virtual inspection of our wastewater system, Herschel Slivers assisted Terry Oldham with taking pictures of the requested items. Everything has been turned in, and now we are waiting for our results. Taylor Wilbanks explains that there will not be a Biotech presentation due to having the proper documents showing ADEQ's approval to continue the project behind speedy's as well as minimal dumping into our sewer pond. Last week Taylor Wilbanks and Herschel Slivers attended an online seminar with AZ811 on damage prevention and safety. Both Taylor and Herschel state that it was a very informational seminar, and they were both able to learn new safety precautions. Lastly, Taylor Wilbanks states that she will be holding a team meeting on Wednesday 1/27 to discuss goals and project the team would like to accomplish throughout the year as well as certain items they need to accomplish these goals.

**Financial Manager Report:** Elaina Wagoner states that there was a profit in both districts for the month of November. Revenues were on trend for November. Larger expenses for the month included concrete for the transfer station improvements and Sampling was paid for 3 months. December was also on trend for revenues with lower water usage. Larger expenses for the month of December included the purchase of chlorine tablets for Sanitary, machine hire for the transfer station improvements, repairs on the pump at the tanks, and election fees. A profit for both districts for December. Elaina Wagoner presented the 2020 budget vs actual for both districts. Water revenues were lower than budgeted for, lower water usage was the main reason for this. Discussion with the board led to the idea that the schools and pool being closed because of Covid-19 could be the main reason for such a large decrease in water usage. Water payroll was larger than budgeted for, with a new hire and transitional periods with more than the normal number of employees on payroll. Sanitary revenue was higher than budgeted for, correct sewer usage billing and increase of outside trash use were the main reasons for the increase in revenue. Dump transport was one of the higher than budgeted for expenses. Both districts still had a net profit for the year of 2020. Elaina Wagoner will present the proposed budget for 2021 at the February meeting.

## **BUSINESS**

**Oath of Office:** Gary Rice and Rhonda Roberson recite the Oath of Office for both districts.

### **Board Officers:**

- 1. Board Chairman:** Gary Rice makes a motion to nominate Joe Zabadal as the Chairman of the Board. Wayne Solomon seconds the motion. All in favor; Rhonda Roberson, Rusty Westover, Gary Rice, Joe Zabadal, and Wayne Solomon.
- 2. Board Vice President:** Gary Rice makes a motion to nominate Rusty Westover as the Vice Chairman. Wayne Solomon seconds the motion. All in favor; Rhonda Roberson, Rusty Westover, Gary Rice, Joe Zabadal, and Wayne Solomon.
- 3. Clerk:** Gary Rice makes a motion to nominate Rhonda Roberson as the Clerk of the Board. Rusty Westover seconds the motion. All in favor; Rhonda Roberson, Rusty Westover, Gary Rice, Joe Zabadal, and Wayne Solomon.

**Authorized Bank Signers:** No action is required at this time as the Board Officers have remained the same as 2020. Current Authorized Bank Signers are Elaina Wagoner, Joe Zabadal, Rusty Westover, and Rhonda Roberson.

**2021 Combined Meeting Schedule:** By consensus, the combined meeting schedule will remain on the 4<sup>th</sup> Tuesday of every month at 6pm.

**2021 Water District Budget:** By consensus, this item has been tabled until the next meeting.

**2021 Sanitary District Budget:** By consensus, this item has been tabled until the next meeting.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday February 23<sup>rd</sup> @ 6 pm

**Meeting Adjourned:** By consensus, the meeting is adjourned at 6:44 pm

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## **BOARD MEETING MINUTES**

**Meeting Date:** February 23, 2021

**Call to Order:** Joe Zabadal @ 5:58 p.m.

**Pledge:** Wayne Solomon

**Prayer:** Rhonda Roberson

**In Attendance: Board members:** Rhonda Roberson, Wayne Solomon, Rusty Westover, Gary Rice, and Joe Zabadal

**Employees:** Elaina Wagoner, Taylor Wilbanks, and Herschel Slivers

**Public:** N/A

**Call to the Public:** N/A

**Acceptance of the Agenda:** Rhonda Roberson makes a motion to accept the agenda as presented. Wayne Solomon seconds the motion. All in favor; Rusty Westover, Rhonda Roberson, Joe Zabadal, Wayne Solomon, and Gary Rice

**Acceptance of Last Meeting Minutes:** Rhonda Roberson makes a motion to accept the meeting minutes as presented for the regular session held on January 26, 2021. Gary Rice seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice

**Operations Report:** Taylor Wilbanks states February was a quiet month for the office, and we continue to be in good standings with ADEQ despite the missed water sample, we passed the wastewater virtual inspection that was discussed last month. Taylor Wilbanks explains that we had an electrician come out to replace our chlorinator booster pump, the electrician was able to fix our current pump. We decided to keep the new booster pump for a backup. Taylor Wilbanks requested 200 yards of millings from Navajo County, she is now waiting to hear back about approval. Taylor Wilbanks states our Field Operators finished

installing a new ¾" meter on Despain, and immediately began the new line extension on Old Rte. This project will be completed by the end of the week. Taylor Wilbanks informs the Board that we have two 1" meter installations scheduled at the beginning of March. Taylor Wilbanks states that she called our sampler Jeff Hammod to see what needs to be done to pump water onto the North Pasture that is owned by a District customer. Jeff informed Taylor that she will need to get written approval to release water onto the pasture. If we can get this approval, we can continue with our normal reuse pumping schedule while also seeding the South pasture.

**Financial Manager Report:** Elaina Wagoner states that revenues were on trend for the month of January with lower usages. Larger expenses included annual workman's compensation insurance fee, parts and supplies for line extension project on Old Rte., and a new chlorinator. Dump transport expense decreased as expected for colder months. Elaina Wagoner presented a proposed budget for both districts based off 2019 and 2020 incomes and expenses. Larger discrepancies between 2020 and the proposed 2021 budget were explained by Elaina Wagoner and discussed with the Board members. A few changes were made to the proposed budget based upon expected inflation.

### **BUSINESS**

**2021 Water District Budget:** Gary Rice makes a motion to accept the 2021 Water District Budget with the suggested corrections. Joe Zabadal seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice

**2021 Sanitary District Budget:** Gary Rice makes a motion to accept the 2021 Sanitary District Budget with the suggested corrections. Rusty Westover seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice

**2021 Insurance Renewal:** Gary Rice makes a motion to approve the renewal of the insurance policies as presented. Rhonda Roberson seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice.

**Future Capital Improvement Projects:** Rhonda Roberson makes a motion to extend the 6" line from Porter to Desert Rose and add a fire hydrant at the end of the line. Gary Rice Seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice.

Rhonda Roberson makes a motion for the office staff to begin the steps to obtain the correct easements needed to loop the south side. Gary Rice seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice.

Gary Rice makes a motion for the office staff to begin the steps to obtain correct easements needed to loop Randall to Porter. Rhonda Roberson seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday March 23<sup>rd</sup> @ 6 pm

**Meeting Adjourned:** By consensus, the meeting is adjourned at 7:17 pm

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## **BOARD MEETING MINUTES**

**Meeting Date:** March 23, 2021

**Call to Order:** Joe Zabadal @ 6:02 p.m.

**Pledge:** Joe Zabadal

**Prayer:** Rhonda Roberson

**In Attendance: Board members:** Rhonda Roberson, Rusty Westover, Gary Rice, Joe Zabadal. Late arrival: Wayne Solomon

**Employees:** Elaina Wagoner and Taylor Wilbanks

**Public:** Alan Palmer

**Call to the Public:** N/A

**Acceptance of the Agenda:** Rhonda Roberson makes a motion to accept the agenda as presented. Gary Rice seconds the motion. All in favor; Rusty Westover, Rhonda Roberson, Joe Zabadal, and Gary Rice

**Acceptance of Last Meeting Minutes:** Rhonda Roberson makes a motion to accept the meeting minutes as presented for the regular session held on February 23, 2021. Gary Rice seconds the motion. All in favor; Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice

**Operations Report:** Taylor Wilbanks reports that she is in the process of filling out an encroachment permit to begin work in ADOT's right of way on Third South Avenue. Taylor reports that she purchased a road cut saw as well as a used 18" backhoe bucket as discussed briefly last month. Taylor Wilbanks states that she was finally able to get ahold of someone for the millings request, so we are now just waiting to hear back about approval. Taylor Wilbanks states Monday 03/22 we hit an unmarked CenturyLink line while digging for a new meter installation. We have an active bluestake for that location. While working on this same

location we had a tap bust that caused us to immediately turn off water to the customers West of Old Rt. Herschel, Jim, and Albino were able to get this fixed quickly and turn services back on in a reasonable amount of time.

**Financial Manager Report:** Elaina Wagoner states that revenues/usage was on trend for both districts for the month of February. One large expense for the month was the annual payment for general liability insurance, which both districts pay, and environmental pollution insurance which only Sanitary pays. This larger expense resulted in a loss for the month in Sanitary and a small profit for Water. All other operating expenses were within normal limits. Elaina Wagoner reminded the board that during the first few months of the year larger annual expenses are to be expected.

## **BUSINESS**

**Customer Request:** By consensus, the Board agrees that our Operators will build up dirt along the Reuse fence and locate Mr. Palmers water meter on his pasture North of the Reuse Pond.

**South Side Easement Letter Approval:** By consensus, the Board approves the Easement letters that have been written up.

## **Meeting Review**

1. Employee Reviews

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday April 27, 2021 @ 6:00.

**Meeting Adjourned:** By consensus, the meeting is adjourned at 6:40 pm



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## **BOARD MEETING MINUTES**

**Meeting Date:** April 27, 2021

**Call to Order:** Joe Zabadal @ 6:00 p.m.

**Pledge:** Joe Zabadal

**Prayer:** Rhonda Roberson

**In Attendance: Board members:** Rhonda Roberson, Rusty Westover, Gary Rice, Joe Zabadal, Wayne Solomon

**Employees:** Elaina Wagoner and Taylor Wilbanks

**Public:** N/A

**Call to the Public:** N/A

**Acceptance of the Agenda:** Rhonda Roberson makes a motion to accept the agenda as presented. Gary Rice seconds the motion. All in favor; Rusty Westover, Rhonda Roberson, Joe Zabadal, Gary Rice, and Wayne Solomon.

**Acceptance of Last Meeting Minutes:** Rhonda Roberson makes a motion to accept the meeting minutes as presented for the regular session held on March 23, 2021. Gary Rice seconds the motion. All in favor; Rusty Westover, Joe Zabadal, Rhonda Roberson, Gary Rice, and Wayne Solomon.

**Operations Report:** Taylor Wilbanks reports that the reuse pastures have been seeded, the Field Operators had to patch up borders to prevent leaks, but it is flowing good otherwise. Taylor Wilbanks followed up with the easement requests that were sent out at the beginning of April. We had one customer approve verbally, and now we are waiting for a response from the second customer before we continue with the surveying process. Taylor Wilbanks reports that she hired another Transfer Station substitute to help while LeAnn Baldwin is out for the next couple of months. Taylor Wilbanks states that she had

to renew our reclaimed water permit with ADEQ. She was not aware of this permit, so it is an unexpected expense, but this permit is valid for five years. Taylor Wilbanks explains that we had a community member request that we get the proper utility easement documents recorded for a 6" water line that was installed on their property about 10 years ago before he sells his property. She has already talked with someone to come survey the property to begin the recording process. Taylor Wilbanks states that it has been a quiet month, we continue to put in smart meters, to finish this project up by the end of 2021.

**Financial Manager Report:** Elaina Wagoner states that revenues are on trend for the month of March for both districts. Larger expenses for the month included the annual ADEQ water quality fee out of Sanitary, the purchase of a backhoe bucket, a backup chlorinator, and stock. Repairs on the chlorinator was also paid in March. Elaina Wagoner states that the company received a refund on general liability insurance, refunded back to both districts. Elaina Wagoner notified the board of upcoming larger expenses for the next few months. Elaina Wagoner states that per the financial side of reporting that all but one report has been turned into reporting agencies, the last report is due in May. After that report is turned in the company will be in compliance for all reporting agencies for the 2020 fiscal year.

## **BUSINESS**

### **Employee Reviews:**

LeAnn Baldwin: Rhonda Roberson makes a motion to increase LeAnn Baldwin's pay by \$0.40. Rusty Westover seconds the motion. All in favor; Rusty Westover, Joe Zabadal, Rhonda Roberson, Gary Rice, and Wayne Solomon.

Albino Quintana: Joe Zabadal makes a motion to increase Albino Quintana's pay by \$0.65. Wayne Solomon seconds this motion. All in favor; Gary Rice, Rusty Westover, Wayne Solomon, and Joe Zabadal. Against: Rhonda Roberson.

Herschel Slivers: Rusty Westover makes a motion to increase Herschel Slivers hourly pay by \$0.75. Joe Zabadal seconds this motion. All in favor; Rusty Westover, Joe Zabadal, Rhonda Roberson, Gary Rice, and Wayne Solomon.

Jim Graham: Joe motions to increase Jim Graham's hourly pay by \$0.65. Wayne Solomon seconds this motion. All in favor; Rusty Westover, Rhonda Roberson, Wayne Solomon, and Joe Zabadal. Against: Gary Rice.

Elaina Wagoner: Elaina Wagoner expresses that she is content with where her pay is at. By consensus, Elaina Wagoner will stay at her current salary and will be rediscussed later in the year.

Taylor Wilbanks: Joe Zabadal makes a motion to increase Taylor Wilbanks pay by \$0.50. Gary Rice Seconds the motion. All in favor; Rusty Westover, Wayne Solomon, Rhonda Roberson, Gary Rice, and Joe Zabadal.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday May 25, 2021 @ 6:00.

**Meeting Adjourned:** By consensus, the meeting is adjourned at 7:13 pm

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## **BOARD MEETING MINUTES**

**Meeting Date:** June 22, 2021

**Call to Order:** Joe Zabadal @ 6:00 p.m.

**Pledge:** Joe Zabadal

**Prayer:** Rhonda Roberson

**In Attendance: Board members:** Rhonda Roberson, Gary Rice, Joe Zabadal, Wayne Solomon. Absent: Rusty Westover

**Employees:** Elaina Wagoner, Herschel Slivers, and Taylor Wilbanks

**Public:** N/A

**Call to the Public:** N/A

**Acceptance of the Agenda:** Gary Rice makes a motion to accept the agenda as presented. Wayne Solomon seconds the motion. All in favor; Rhonda Roberson, Joe Zabadal, Gary Rice, and Wayne Solomon.

**Acceptance of Last Meeting Minutes:** Gary Rice makes a motion to accept the meeting minutes as presented for the regular session held on April 27, 2021. Joe Zabadal seconds the motion. All in favor; Joe Zabadal, Rhonda Roberson, Gary Rice, and Wayne Solomon.

**Operations Report:** Taylor Wilbanks reports that year to date we have changed out 35 meters with about 40 more to go and still plan on finishing by the end of 2021. Taylor reports that we have been pumping since April 20<sup>th</sup>, pastures are flowing and dispersing water perfectly with minor boarder issue which have since been addressed. Taylor Wilbanks states that 4631 6<sup>th</sup> North Avenue has been surveyed. The easement documents have been signed and notarized and will be sent out this week to Navajo County.

We received verbal consent for the utility easement on the South side of town. I have been in contact with our surveyor and have finalized our ADOT permit which will be sent out this week as well. Earlier this month we had a large leak up on Randall, this leak was caused by tree roots. We reached out to the homeowners about having to cut the roots and this tree potentially dying. The homeowners gave us permission to continue. We were able to get this leak stopped and moved the meter forward to avoid this from happening in the future. Taylor Wilbanks reports that within the next couple of we will be starting a new sewer and water installation up on Randall and 6<sup>th</sup> North. There will eventually be a total of six ¾" meters with one 6" sewer tap. Taylor Wilbanks informed the Board members that the sewer pond is being invaded by camelthorn and other weeds. Taylor purchased three sprayers and weed killer, but these weeds might be too big to just spray. The Board voiced their concern about the liability of having customers animals out there. This item was put on the agenda for a vote.

**Financial Manager Report:** Elaina Wagoner presented the profit and loss monthly report for April and May, as the May meeting was canceled. Elaina Wagoner stated that there was a profit in the water district and a loss in the Sanitary district for April. Larger expenses that specifically came out of Sanitary that resulted in the loss were chlorine tablets; a 4-month supply, increasing dump transport which is expected during the summer months, a 5-year permit for the reuse pumping, and excavation services for the reuse pasture. There were also three payroll periods in the month of April. Sufficient funds were already in the Sanitary banking checking account, so the loss was not transferred from savings. Elaina Wagoner stated that there was a profit in both districts for the month of May. Larger expenses for May included operator substitute, increased dump transport, and legal fees for intergovernmental agreement for special districts.

## **BUSINESS**

**Weed Control:** Gary Rice motions that the Sanitary District purchases 5-6 goats to control the weeds at the Reuse Pond to limit liability. Rhonda Roberson seconds the motion. All in favor; Joe Zabadal, Rhonda Roberson, Gary Rice, and Wayne Solomon.

**FEMA Generator Grant:** Gary Rice motions to continue with the FEMA Generator Grant. Joe Zabadal seconds the motion. All in favor; Joe Zabadal, Rhonda Roberson, Gary Rice, and Wayne Solomon.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday July 27 @ 6:00.

**Meeting Adjourned:** By consensus, the meeting is adjourned at 6:37 pm

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## **BOARD MEETING MINUTES**

**Meeting Date:** August 31, 2021

**Call to Order:** Joe Zabadal @ 5:59 p.m.

**Pledge:** Joe Zabadal

**Prayer:** Wayne Solomon

**In Attendance: Board members,** Joe Zabadal, Wayne Solomon, and Rusty Westover. Absent: Rhonda Roberson and Gary Rice

**Employees:** Elaina Wagoner and Taylor Wilbanks

**Public:** Jason Wofford, Hayden Hendricks, Ron Tanner, Jeff Dixon, Doug Lavernway, and Jason Hendricks.

### **Call to the Public:**

Jason Wofford explains to the Board that for about 5 years now there has been a pungent smell that comes and goes on the East side of First North, South of the Highschool and has seemed to have gotten worse over the past two months. He explained the smell was usually when you were outside, but recently they have been able to smell it in their houses. Jason Wofford explains that it is at all different times of the day but seems to be stronger in the evenings.

Doug Lavernway suggests that there should not be positive pressure in the line and thinks the line could shrink due to grease getting in the line from loves. Mr. Lavernway suggests getting the lines cleaned by a third party.

Jason Hendricks adds that it seems the smell is stronger at night, and there is a smell/pressure that comes from the manholes. Jason also adds that occasionally when he pulls his cap off to dump his RV there is a lot of pressure coming out of his tap.

Ron Tanner voiced that he ran his vent away from his cooler, and is still getting the smell, even though his vent is now downwind.

Jeff Dixon acknowledged all the work the guys have already done in their investigation; Mr. Dixon adds that ever since he moved further East on 1<sup>st</sup> North, he doesn't smell it as much as he did when he closed next to Mr. Hendricks and Mr. Wofford.

Taylor Wilbanks reports that Herschel and Albino recorded the line on 1<sup>st</sup> North and did not find anything out of the ordinary and we plan on putting deodorizers in both manholes this week to see if that helps any.

Joe Zabadal suggests that we figure out "LOVES" pumping schedule for their grease trap and see if that coincides with when the smell is showing up, due to them stirring the sludge around. Joe Zabadal also suggests that everyone makes sure they do not have broken/missing caps, because that could release a smell as well. Joe Zabadal adds if nothing else works then maybe we will try to seal the manholes to see if that solves the issue.

Wayne Solomon suggests that we start on Shelley and 1<sup>st</sup> North and follow the lines East with the camera to see if we can find anything in the line that could be causing this issue.

**Acceptance of the Agenda:** Rusty Westover makes a motion to accept the agenda as presented. Wayne Solomon seconds the motion. All in favor; Joe Zabadal, Rusty Westover, and Wayne Solomon.

**Acceptance of Last Meeting Minutes:** Wayne Solomon makes a motion to accept the meeting minutes as presented for the regular session held on June 22, 2021. Rusty Westover seconds the motion. All in favor; Joe Zabadal, Rusty Westover, and Wayne Solomon.

**Operations Report:** Taylor Wilbanks reports that we continue to be in good standings with ADEQ, they came to sample last Wednesday for PFAS, which is an unregulated contaminate right now. Taylor Wilbanks reports we only have about 17 smart meters to changeout and will be done before the end of 2021. The Sanitary District now owns 6 goats to help control the weeds in the reuse pond. Taylor Wilbanks reports that she continues to work on the FEMA grant,



Taylor is getting a general quote on a backup generator and has reached out to Rusty Westover for a letter from a qualified engineer explaining the specs for the generator. Rusty Westover explains the engineer he is working with just got back to work, so he will reach out to him again.

Taylor Wilbanks reports that everything is turned into ADOT for the South Side project. We are currently waiting on ADOT to approve our endorsements from our insurance company. ADOT is also planning on starting a project on that side of town, Taylor is working with them to find a good start date for our project. 4361 Desert Rose Lane has voiced how terrible their pressure is, last week we replaced their saddle. The original was very rusted and is what was causing the pressure issue. The Cat Backhoe was picked up from Virgil's last week. He fixed the extend hoe as well as the original hydraulic leak, I have not received the invoice yet. The Case backhoe was shooting codes, Virgil does not have the equipment to see what the codes are. Taylor Wilbanks also reported that the white truck is burning through oil, and we should probably be thinking about buying something more reliable. Herschel voiced that they like their utility bed setup, so we should investigate chassis and add the utility bed.

Taylor Wilbanks reminded the Board that next month they will be voting on the clean yard incentives.

**Financial Manager Report:** Elaina Wagoner presented the quarter 1 and 2 budgets vs actual for both districts. She stated that both districts had a larger than budgeted for profit. Most expenses, including payroll, were under budget in both districts apart from a few larger unexpected expenses. In Water, maintenance and repairs the expense for a pump repair at the well and a new chlorinator attributed to being over budget. In Sanitary, excavation services expense was for tractor work for seeding the reuse pasture which was done for erosion control. A 5-year permit for the reuse pasture was also an unexpected expense for Sanitary that was not budgeted for. Elaina Wagoner presented the profit and loss for June and July with not out of the ordinary expenses, with a profit in both districts for both months.

## **BUSINESS**

**Pasture Fence:** By consensus the Board approved putting new fencing around the reuse pasture, with the intentions of allowing the Sanitary Districts goats to graze down the grass and weeds.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday September 28 @ 6:00 pm.

**Meeting Adjourned:** By consensus, the meeting is adjourned at 7:03 pm

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## **BOARD MEETING MINUTES**

**Meeting Date:** September 28, 2021

**Call to Order:** Rusty Westover @ 6:04 p.m.

**Pledge:** Rusty Westover

**Prayer:** Gary Rice

**In Attendance: Board members:** Rhonda Roberson, Gary Rice, Rusty Westover, Wayne Solomon. Late: Joe Zabadal

**Employees:** Elaina Wagener, Taylor Wilbanks, and Herschel Slivers via phone.

**Public:** Stephanie Wofford, Jason Wofford, and Hayden Hendricks.

**Call to the Public:** N/A

**Acceptance of the Agenda:** Rhonda Roberson makes a motion to accept the agenda as presented. Rusty Westover seconds the motion. All in favor; Rhonda Roberson, Joe Zabadal, Gary Rice, and Wayne Solomon.

**Acceptance of Last Meeting Minutes:** Wayne Solomon makes a motion to accept the meeting minutes as presented for the regular session held on August 30, 2021. Joe Zabadal seconds the motion. All in favor; Rusty Westover, Joe Zabadal, and Wayne Solomon. Abstain: Rhonda Roberson and Gary Rice.

**Operations Report:** Taylor Wilbanks reports that we continue to be in good standings with ADEQ. Taylor Wilbanks states that we still have about 17 meters to changeout, this number has not changed over the past month due to us focusing on the first north sewer smell. The ADOT Permit was approved, we are hoping to begin this project mid-October-early November. Taylor Wilbanks reports that a leak was found on the North side of Main, just East of Allen Drive. It is a two-inch line that comes off 6" main, this leak was due to a cracked valve.

Taylor Wilbanks reports that soon we will need to replace manholes due to deterioration. We will eventually need to replace three 90's and three straights.

**Financial Manager Report:** Elaina Wagoner states a profit was made in both districts for the month of August. Revenues for Water and Sanitary were on trend for August. Larger expenses for the month mostly effected the Sanitary district resting in a smaller profit. Larger expenses included a six-month supply of enzymes for the sewer pond, annual sampling needed for CCR reports, and the purchase of goats for weed control at the sewer pond. Dump transport also continues to be high as expected during summer months. Profits from both districts will be transferred to the savings accounts to use for capital improvements.

## **BUSINESS**

**First North Sewer Smell:** The Board directs the staff to seal the two manholes in the middle of First North to see if that helps or intensifies the smell in the customers homes. Rhonda Roberson requests the staff creates a schematic of sewer lines for that part of town. The Board thinks we might need to get the school involved.

**Clean Yard Incentive:** Rhonda makes a motion to cancel the clean yard incentive due to lack of community participation. Gary Rice seconds the motion. All in favor; Rhonda Roberson, Joe Zabadal, Gary Rice, and Wayne Solomon.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday October 26, 2021 @ 6:00pm

**Meeting Adjourned:** By consensus, the meeting is adjourned at 7:05pm

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## **BOARD MEETING MINUTES**

**Meeting Date:** December 7, 2021

**Call to Order:** Joe Zabadal @ 6:00pm

**Pledge:** Joe Zabadal

**Prayer:** Rhonda Roberson

**In Attendance: Board members:** Rhonda Roberson, Rusty Westover, Joe Zabadal. Late: Wayne Solomon. Absent: Gary Rice.

**Employees:** Elaina Wagoner, Taylor Wilbanks, and Herschel Slivers.

**Public:** N/A

**Call to the Public:** N/A

**Acceptance of the Agenda:** Rusty Westover makes a motion to accept the agenda as presented. Joe Zabadal seconds the motion. All in favor; Rhonda Roberson, Joe Zabadal, and Rusty Westover.

**Acceptance of Last Meeting Minutes:** Rhonda Roberson makes a motion to accept the meeting minutes as presented for the regular session held on September 28, 2021. Rusty Westover seconds the motion. All in favor; Rhonda Roberson, Rusty Westover, and Joe Zabadal.

**Operations Report:** Taylor Wilbanks reports that we continue to be in good standings with ADEQ and things have been running smoothly both inside and outside of the office. Taylor Wilbanks states that we have about eight residential meters left to changeout before we have completed the Smart Meter Project. We changed out two meters today, December 7th that required us to shut off the water supply to half of the town, services were restored within 45 minutes. Taylor Wilbanks reports that all paperwork has been turned in for the FEMA generator grant, we are now just waiting to hear if we have been approved.

Once approved I can continue the process. Taylor Wilbanks states that about once a month she receives a complaint about the pungent smell on 1<sup>st</sup> North. This smell is not as consistent, but it is still there. Rhonda Roberson asks if the manholes on first North are still sealed, Hershel Slivers replies that they had to unseal them to remove the deodorizer blocks. The Board requests to re-seal the manholes and possibly putting in some sort of ventilation between Love's and 1<sup>st</sup> North.

**Financial Manager Report:** Elaina Wagoner presented the profit and loss reports for both districts for the months of September and October. A few larger expenses in the month of September were repairs on one of the back hoes, three payroll periods, and continued high dump transport. These expenses resulted in a small loss in the Sanitary District and a profit in the Water District. Elaina Wagoner stated that there were a few larger and/or out of the ordinary expenses for the month of October. In maintenance and repairs, a welding patch on one of the wells was completed and as well on the compactor at the transfer station. Sampling was also another high expense as it was billed for previous multiple months at once. There was a profit in both districts for the month of October. Bank checking account balances are within the approved minimums voted on by the board, and profits have been transferred in the savings/capital improvements accounts.

## **BUSINESS**

**Loves Tire Shop Sewer Tap:** By consensus, the Board tables this agenda item until more information is acquired.

**Capital Improvements:** Rhonda Roberson makes a motion to begin on smaller Capital Improvements around town and wait to continue our larger capital Improvement projects. Rusty Westover seconds the motion. All in favor; Rhonda Roberson, Rusty Westover, Joe Zabadal, and Wayne Solomon.

**Christmas Bonus:** Joe Zabadal makes a motion to give Leann Baldwin, Herschel Slivers, Albino Quintana, Jim Graham, and Taylor Wilbanks a Christmas bonus of \$300 and Elaina Wagoner will receive \$500 due to covering the office without extra pay during Taylor Wilbanks' Maternity leave and not receiving a raise during April 2021 Employee reviews. Rhonda Roberson seconds the motion. All in favor; Rhonda Roberson, Rusty Westover, Joe Zabadal, and Wayne Solomon.

**Set a Date for the next Board Meeting:** By consensus, the next Board meeting will be held Tuesday January 25, 2021 @ 6:00pm

**Meeting Adjourned:** By consensus, the meeting is adjourned at 6:40pm