

Joseph City Utilities
Po Box 147
4504 1st North Joseph City, AZ 86032
Phone: (928)288-3455
josephcityutilities@gmail.com



BOARD MEETING MINUTES

Meeting Date: January 25, 2022

Call to Order: Joe Zabadal @ 6:00pm

Pledge: Joe Zabadal

Prayer: Gary Rice

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

Employees: Taylor Wilbanks

Public: N/A

Call to the Public: N/A

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

Acceptance of Last Meeting Minutes: Gary Rice makes a motion to accept the meeting minutes as presented for the regular session held on December 7, 2022. Rusty Westover seconds the motion. All in favor; Gary Rice, Rusty Westover, and Joe Zabadal.

Operations Report: Taylor Wilbanks reports that Jim Graham has been out with Covid since December 28, 2021. Jim has voiced that he is feeling better and is finally getting his strength back. Jim Graham is waiting to make a doctor's appointment to make sure it is okay that he returns to work.

Taylor Wilbanks reports that we had three leaks this past month. The first leak was discovered on New Years Eve on 1st and Westover, this leak was caused by a rusted saddle. The water was off for about 6 hours due to us

waiting for an emergency Bluestake on a Holiday Weekend and we had a community member try to move our pump that caused it to stop working. Taylor Wilbanks believes this is the same community member who called and complained that our guys do not have properly working equipment. After taking the time to fix the trash pump Herschel Slivers and Albino Quintana were finally able to get it working and were able to finish up the job. The second leak was discovered up on Randall, this leak was caused by a broken coupling, the water was off for about 45 minutes and the fix went smoothly. The third leak was discovered in front of 4512 2nd North Avenue. This leak was caused by a broken valve, the water was off for about 45 minutes, and everything went smoothly.

Taylor Wilbanks states that we have completed all active residential meters and will begin on our new capital improvement projects that were voted on at the last meeting. Taylor Wilbanks reports that a few years ago it was discovered that the high schools wrestling room was receiving water unmetered. The last time it was brought up to the high school they voiced that they wanted to put in a new meter closer to the wrestling room and abandon the existing line. Jim Graham and Herschel Slivers came up with a less expensive plan to tie in the existing meter with the line that runs to the wrestling room. The Board requests we bring this up to the head of maintenance at the school.

Taylor Wilbanks reports that the white Chevrolet has been in the shop since Monday due to a coolant leak, Virgil Bushman pointed out that he found an oil leak as well. Taylor Wilbanks explains that the fix sounds very expensive especially if we are planning on purchasing a new vehicle soon. Joe Zabadal asks how many miles are currently on the vehicle, Taylor replies that she doesn't know at this time but will find out the following day.

Financial Manager Report: Taylor Wilbanks reports that Elaina Wagoner is unable to attend the meeting due to her and her son being ill. Taylor Wilbanks asks the Board if they have any questions about the financial reports in their packets. Gary Rice inquires if next month is when our larger annual costs will come out of the account, Taylor Wilbanks states that our general insurance and environmental insurance will be taken out and that is why Elaina Wagoner and Taylor Wilbanks decided to have the Board vote on the budgets after we know the exact costs of those.

BUSINESS

Board Officers: Gary Makes a motion to keep Board officers the same as the previous year.

Board Chairman: Joe Zabadal

Board Vice President: Rusty Westover

Board Clerk: Rhonda Roberson

Joe Zabadal seconds the motion. All in favor; Gary Rice, Rusty Westover, and Joe Zabadal.

Authorized Bank Signers: By consensus, authorized bank signers will remain the same as 2021; Joe Zabadal, Rusty Westover, Rhonda Roberson, and Elaina Wagoner.

2022 Combined Meeting Schedule: By consensus, 2022 combined meeting schedule will remain the same as 2021; 4th Tuesday of every month @ 6pm.

Love's Tire Shop Sewer Tap: By Consensus, the Board approves a tap for sewage only, the Board declined service for the internal drain and lube pit due to possible contamination to our system.

Adoption of Navajo County Procurement Policy: Gary Makes a motion to accept the adoption of the Navajo County Procurement Policy. Rusty Westover seconds the motion. All in favor; Wayne Solomon, Gary Rice, Rusty Westover, and Joe Zabadal.

Set a Date for the next Board Meeting: By consensus, the next Board meeting will be held Tuesday February 22, 2022 @ 6:00pm

Meeting Adjourned: By consensus, the meeting is adjourned at 6:25pm

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BOARD MEETING MINUTES

Meeting Date: February 22, 2022

Call to Order: Joe Zabadal @ 6:01pm

Pledge: Joe Zabadal

Prayer: Rhonda Roberson

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

Employees: Taylor Wilbanks and Elaina Wagoner

Public: N/A

Call to the Public: N/A

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

Acceptance of Last Meeting Minutes: Gary Rice makes a motion to accept the meeting minutes as presented for the regular session held on January 25, 2022. Rusty Westover seconds the motion. All in favor; Gary Rice, Rusty Westover, and Joe Zabadal. Abstain: Rhonda Roberson

Operations Report: Taylor Wilbanks reports that Jim Graham continues to be on oxygen, he says he is gaining his strength back, but still has issues when he does not use his oxygen tank. He has an appointment with his doctor next month and we are hoping for some good news. Taylor reports that it has been a quiet month and we continue to be on good terms with ADEQ. Taylor Wilbanks states that we have had two goats die out at the reuse pond, Elaina Wagoner and Taylor Wilbanks have talked about getting rid of the goats and start spraying for weeds. We are currently waiting for a quote from a company in Show low and

we can think about goats once we put up goat fence around the reuse pasture.

Taylor Wilbanks states that she is looking to replace the meter for both well #1 and #2. Taylor states that she must turn in two consumption reports and having these meters fixed would help make the reports more accurate. Taylor Wilbanks explains that these meters are around \$2,700 each, but once she gets an exact quote, she will put it on the agenda to be voted on. Taylor Wilbanks reports that the employee reviews were not consistent in the past years and would like to know if the Board would like to see dollar amounts or percentages, the Board agreed on percentages. Taylor also explains that she would like to keep the reviews in March since everyone just received a bonus in December.

Taylor Wilbanks reports that she would also like to revisit our out-of-town customers without a trash account and how much we charge per load. Taylor explains that many of these people come off construction sites and dump large trailer loads of construction debris. The Board agrees that most of the construction material is very heavy and takes up a lot of space in our dumpsters. The Board has agreed to increase constructions roofing (shingles) on both a truck bed and trailer. Taylor will create a sign to post at the Transfer Station showing these increases.

Lastly, Taylor Wilbanks reports that she got into contact with Bryan Fields, the Super Intendant for JCUSD about the unmetered line that connects to the wrestling room. Taylor is currently working on a quote that was requested by Mr. Fields.

Financial Manager Report: Elaina Wagoner presented the January profit and loss report and explains that it was a quiet month, which resulted in a profit for both Districts. Elaina Wagoner reports that we paid for our workman comp annual expense, but we usually receive a partial refund when we turn in our payroll figures at the end of the year. A larger expense for the month of January was the purchase of new tires and a water pump for the white Chevrolet and our sampling being billed for three months at a time, as well as annual tests that are required by ADEQ. Elaina Wagoner explains our dump transport continues to decrease for the winter months. Elaina Wagoner reminds the Board to expect larger annual expenses in February for our general liability and environmental insurance.

BUSINESS

2022 Insurance Renewal: Gary Rice makes a motion to accept the 2022 insurance renewal as it is presented. Joe Zabadal seconds the motion. All in

favor; Rhonda Roberson, Wayne Solomon, Rusty Westover, Gary Rice, and Joe Zabadal.

2022 Water District Budget: Rhonda Roberson makes a motion to accept the 2022 Water District Budget with the suggested corrections. Gary Rice seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice

2022 Sanitary District Budget: Gary Rice makes a motion to accept the 2022 Sanitary District Budget with the suggested corrections. 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 22, 2022 @ 6:00pm

Meeting Adjourned: By consensus, the meeting is adjourned at 6:58pm

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BOARD MEETING MINUTES

Meeting Date: March 22, 2022

Call to Order: Joe Zabadal @ 6:00pm

Pledge: Joe Zabadal

Prayer: Rhonda Roberson

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

Employees: Taylor Wilbanks and Elaina Wagoner

Public: N/A

Call to the Public: N/A

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

Acceptance of Last Meeting Minutes: Rhonda Roberson makes a motion to accept the meeting minutes as presented for the regular session held on February 22, 2022. Gary Rice seconds the motion. All in favor; Gary Rice, Rusty Westover, Wayne Solomon, Rhonda Roberson, and Joe Zabadal

Operations Report: Taylor Wilbanks reports that it has been a slow and quiet month, she notifies the Board that she filed the 2021 water consumption report through ADWR, and reports that we continue to be in good terms with ADEQ. Taylor Wilbanks states that today was Jim Grahams first day back to work after three months, he was cleared by his doctor with no limitations. Taylor Wilbanks reports we have been having acceleration issues with our Case backhoe, we received an inquiry from Sonsray, which would be about \$2,000.00 in just traveling fees and did not include diagnostics. Taylor Wilbanks is waiting to

receive a call back from Empire CAT in Showlow. Wayne Solomon voiced that it sounded like a throttle sensor issue. Joe Zabadal agreed and suggested Taylor Wilbanks inquire the cost of a new sensor.

Taylor Wilbanks notifies the Board that we have dug up the high school meter and have placed the parts order, as well as ordering the meter. The school has sent over a promissory to pay once the final invoice is received. Taylor Wilbanks reports that we have put up the goat fence around the reuse pasture, the goats are now able to get in there to bring down the weeds before we begin pumping water. Taylor Wilbanks notifies the Board that a water leak was discovered Monday evening on Bushman and 2nd Street. This leak was caused by a faulty male coupling. Herschel Slivers and Albino Quintana worked diligently to get this leak fixed. Only two customers and the elementary school were shut off during this time.

Financial Manager Report: Elaina Wagoner states that lower water usage revenues are normal and on trend for February as a colder month. Dump transport is trending lower which is also as expected for colder months. A few annual technology subscriptions were paid for in February. Elaina Wagoner also states that larger annual expenses that she mentioned at last month's meeting that were expected to be paid for in February ended up getting paid for in March. Elaina Wagoner has completed the annual workman's compensation audit. Upcoming annual reports will be the financial review required by WIFA and the Navajo County audit, which are both due in May. Elaina Wagoner states that she will be working on having those reports completed in the next few months.

BUSINESS

Rate Review: Gary Rice makes a motion to increase all base rates (Trash, Water base and sewer base) by 5%; effective immediately. Rusty Westover seconds the motion. All in favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice

Employee Reviews: Gary Rice makes a motion to accept the reviews and raises as presented, 4% plus \$0.25 cost of living for LeAnn Baldwin and Albino Quintana. 4.5% plus \$0.25 cost of living for Jim Graham, and Herschel Slivers. Joe seconds the motion. All in Favor; Wayne Solomon, Rusty Westover, Joe Zabadal, Rhonda Roberson, and Gary Rice.

Rhonda Roberson makes a motion to give a 5% raise to Elaina Wagoner and Taylor Wilbanks. Gary Rice 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 April 26, 2022 @ 6:00pm

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

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BOARD MEETING MINUTES

Meeting Date: May 24, 2022

Call to Order: Joe Zabadal @ 6:00pm

Pledge: Joe Zabadal

Prayer: Rhonda Roberson

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

Employees: Taylor Wilbanks, Elaina Wagoner, and Herschel Slivers

Public: N/A

Call to the Public: N/A

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

Acceptance of Last Meeting Minutes: Gary Rice makes a motion to accept the meeting minutes as presented for the regular session held on March 22, 2022. Rhonda Roberson seconds the motion. All in favor; Gary Rice, Wayne Solomon, Rhonda Roberson, and Joe Zabadal

Operations Report: Taylor Wilbanks reports that both Districts continue to be on good terms with ADEQ. We have our Lead and Copper monitoring coming up between June and September, and next week she will be submitting the final water consumption report for the year. Taylor Wilbanks states that the Board requested some items be bought before prices proceeded to increase. This included a large water and sewer stock order, filling up the fuel tank and purchasing a second shop vac. The purchase of the sewer and water stock has helped us adjust our prices for the customer parts list. Taylor reports that this

month we had a customer on First North hit a main line, Jim was able to get this fixed in a timely manner. The customer was charged for parts due to their Bluestake being expired.

Taylor Wilbanks notifies the Board that next week we will be assisting Brad Neal on tying in the unmetered line that runs to the wrestling room, as well as changing out the school meter with a 4" Smart Meter. Taylor Wilbanks states that Virgil was able to fix the backhoe, the acceleration issues was due to a rotted hose that connected to the exhaust system. Lastly, Taylor Wilbanks reports that Jim, Herschel, and Albino found a 6" valve and line on First and Allen that sat North of our main line. They dug it up to investigate and found a 2" tap heading West, they shut it off to see who it affected. We did not receive any calls until the following morning around 6am from Love's complaining of not having any water. We are currently digging this line up to see where it goes from 6" to 2".

Financial Manager Report: Elaina Wagoner presented the profit and loss reports for both March and April due to the April meeting being cancelled. Elaina Wagoner states that larger annual expenses were paid for in the month of March, which Elaina had been previously preparing the Board for. These larger annual expenses were general liability insurance, environmental insurance, and an ADEQ permit. These large expenses resulted in a loss for both districts for the month of March. Elaina Wagoner states for the month of April that water revenue/usage is increasing as expected for warmer months. Larger expenses for April included three payroll periods, a six-month supply for water enzymes, goat fence for the reuse paster, and dump transport. A small loss in Sanitary and a profit in Water was the result of the month. Elaina Wagoner states that the CPA in Flagstaff has completed the Financial Review required by WIFA, she will forward the Financial Review to WIFA once they reach out. Elaina Wagoner states that the company will be up to date on all reports needed for financial reporting to multiple agencies.

BUSINESS

1974 GMC Dump Truck: Gary Rice makes a motion to purchase the 1974 GMC dump truck if it meets the Boards standards. Joe Zabadal seconds the motion. All in favor; Gary Rice, Wayne Solomon, Rhonda Roberson, and Joe Zabadal

Purchase of Well Meters: Rhonda Roberson makes a motion to continue the purchase of the 6" and 8" well meters. Wayne Solomon seconds the motion. All in favor; Gary Rice, Wayne Solomon, Rhonda Roberson, and Joe Zabadal

Purchase of Gas Monitors: Rhonda Roberson makes a motion to purchase two lifetime 4-gas monitors from Zona Supply LLC. Gary Rice seconds this motion. All in favor; Gary Rice, Wayne Solomon, Rhonda Roberson, and Joe Zabadal

Set a Date for the next Board Meeting: By consensus, the next Board meeting will be held Tuesday June 28, 2022 @ 6:00pm

Meeting Adjourned: By consensus, the meeting is adjourned at 6:29pm

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BOARD MEETING MINUTES

Meeting Date: June 28, 2022

Call to Order: Rusty Westover @ 6:07pm

Pledge: Rusty Westover

Prayer: Rhonda Roberson

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

Employees: Elaina Wagoner, Herschel Slivers, LeAnn Baldwin, and Taylor Wilbanks via phone.

Public: N/A

Call to the Public: N/A

Acceptance of the Agenda: Gary Rice makes a motion to accept the agenda, Rhonda Roberson seconds the motion. All in favor; Gary Rice, Rhonda Roberson, Rusty Westover, 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 May 24, 2022. Gary Rice seconds the motion. All in favor; Gary Rice, Wayne Solomon, and Rhonda Roberson. Abstain: Rusty Westover

Operations Report: Taylor Wilbanks reports that we continue to be in good standings with ADEQ, and within the next two weeks we will begin collecting samples for lead and copper testing. Our dump truck was picked up a few weeks ago, we immediately dropped it off at Virgil's for a full inspection, JC ordered two tires and rims to replace the front set. Taylor Wilbanks states she reached out to FEMA a few weeks ago to hopefully continue with the generator grant, last week we finally received an email back with questions that needed

to be answered. Taylor states she is almost finished and will get them sent on Wednesday. Taylor Wilbanks reports that our CCR report was turned in last week, Taylor put the notice in the Holbrook Tribune and will get all paperwork sent into ADEQ as soon as we receive the affidavit, so we can continue to be in compliance. Taylor Wilbanks gives a last reminder to the Board that their election packets are due July 11th.

Financial Manager Report: Elaina Wagoner states that there was a profit in both districts for the month of May. Increase in water usage, low expenses, and no large annual expenses led to this profit. Elaina Wagoner states that the financial review completed by the CPA has been sent and reported to WIFA so that the district is in compliance with the terms of the loan and all annual reporting. She also states that other than the Navajo County audit which is due and the end of July, that all other reporting and audits have been completed and are in compliance with all agencies.

BUSINESS

Transfer Station: By consensus, the Board advises the office to prepare the cost of new/used bins and a mulcher for the next Board meeting.

Gary Rice makes a motion to install a window on the North side of the Transfer Station. Wayne Solomon seconds the motion. All in favor; Gary Rice, Wayne Solomon, Rusty Westover, and Rhonda Roberson.

Set a Date for the next Board Meeting: By consensus, the next Board meeting will be held Tuesday July 26, 2022

Meeting Adjourned: By consensus, the meeting is adjourned at 6:34pm

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BOARD MEETING MINUTES

Meeting Date: August 2, 2022

Call to Order: Rusty Westover @ 6:00pm

Pledge: Gary Rice

Prayer: Rhonda Roberson

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

Employees: Elaina Wagoner and Taylor Wilbanks

Public: Junior Castellano and Patrick Stone

Call to the Public: Junior Castellano explains to the Board that Love's is requesting to tap into the city water, for an eye wash station and hand sink. The drain would be going into a 500-gallon oil/water separator/interceptor. Junior explains that he knows we've had issues in the past with grease, paper towels, etc. getting into our sewer and as soon as he heard about it, they added a 50-gallon interceptor as well as new pipe throughout both kitchens, this interceptor is getting cleaned and tested twice a month. They will also be testing the oil/water interceptor in the tire shop to ensure its always working properly. Rhonda Roberson explains they do not want Love's hooked up to our sewer, Junior Castellano notes they are only asking for water, he isn't sure where the sewer idea came from.

Acceptance of the Agenda: Rhonda Roberson makes a motion to accept the agenda, Gary Rice seconds the motion. All in favor; Gary Rice, Rhonda Roberson, Rusty Westover, 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 June 28, 2022. Wayne Solomon seconds the motion. All in favor; Gary Rice, Wayne Solomon, and Rhonda Roberson. Abstain: Rusty Westover

Operations Report: Taylor Wilbanks informs the Board that we continue to be in good standings with ADEQ, all paperwork for the CCR has been submitted and we will be gathering lead and copper samples next week. About two weeks ago Taylor Wilbanks was updated by 1st North customers that the smell was back, I have not received an update since. Taylor Wilbanks is looking into a program through ADP (Payroll) that will help us keep our employee handbook and documentation up-to date. Taylor Wilbanks reports that she turned in all questions for the FEMA generator grant, we are now waiting to hear back from the FEMA rep as to what the next steps are.

We have a new water and sewer hook up on Porter, we got the meter in with no issues, now we are just brainstorming a way to safely connect the sewer, due to the main line being about 14" deep. Taylor Wilbanks informs the Board that Waste Management has been picking up the bins in a timely manner, 24-48 hours after being called in. We are hoping it stays like this.

Financial Manager Report: Elaina Wagoner presented the profit and loss report for the month of June and the budget vs actual for Quarter 1 and 2 of 2022. Elaina Wagoner states that revenues were on trend for the month of June. Larger expenses included dump transport, technical fees (annual subscriptions), and sampling. A refund was supplied for workman's comp for the 2021 policy year. Elaina Wagoner states that the budgets for both districts for quarters one and two showed a profit. Low expenses in including payroll, field supplies, and maintenance attributed to these profits compared to what was budgeted for. Elaina wagoner states that she expects to be under or within the budget for both districts at years end. Elaina Wagoner presented the board with the bank account balances for their interest in upcoming expenses on capital improvement projects.

BUSINESS

Love's Tire Shop: Gary Rice motions to approve the request for commercial water hook-up for the Love's Tire Shop expansion. Rusty Westover seconds the motion. All in favor; Rusty Westover, Gary Rice, Wayne Solomon, and Rhonda Roberson.

Transfer Station: By consensus, the Board tables this agenda item until more information is acquired.

Water Service Line: By consensus, the Board declines the removal of the 2-foot rule on all meters.

Tank Inspection: Gary Rice makes a motion to accept the Tank Inspection bid. Rhonda Roberson seconds the motion. All in favor; Rusty Westover, Gary Rice, Wayne Solomon, and Rhonda Roberson.

Well Security: By consensus, the Board tables this agenda item until more information is acquired.

Reuse Pond Security: By consensus, the Board tables this agenda item until more information is acquired.

Set a Date for the next Board Meeting: By consensus, the next Board meeting will be held Tuesday August 30, 2022 @ 6pm

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

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SPECIAL MEETING MINUTES

Meeting Date: August 9, 2022

Call to Order: Joe Zabadal @ 6:00pm

In Attendance:

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

Employees: Taylor Wilbanks

Public: Junior Castellano

Call to the Public: N/A

Joe Zabadal makes a motion to move into executive session. Rusty Westover seconds the motion. All in favor; Rusty Westover, Wayne Solomon, and Joe Zabadal.

EXECUTIVE SESSION

The Board reconvenes to public session at 6:12

Rusty Westover makes a motion to approve sewer hookup for the sink, eyewash station and any future restrooms, but denies hookup for all floor drains due to possible contamination to the city reuse pond. Wayne Solomon seconds the motion. All in favor; Joe Zabadal, Rusty Westover, and Wayne Solomon.

Meeting Adjourned: By consensus, the meeting is adjourned at 6:18

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BOARD MEETING MINUTES

Meeting Date: October 25, 2022

Call to Order: Joe Zabadal @ 5:56

Pledge: Gary Rice

Prayer: Rhonda Roberson

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

Employees: Elaina Wagoner, Taylor Wilbanks and Herschel Slivers

Public:

Call to the Public: N/A

Acceptance of the Agenda: Rhonda Roberson makes a motion to accept the agenda, Gary Rice seconds the motion. All in favor; Gary Rice, Rhonda Roberson, Joe Zabadal, 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 August 30, 2022. Joe Zabadal seconds the motion. All in favor; Gary Rice, Joe Zabadal, Wayne Solomon, and Rhonda Roberson.

Operations Report: Taylor Wilbanks reports that our well #1 went out at the beginning of the month. We started well #2 and found someone to come pull the well casing. When the motor was brought up, it had a direct short, caused by lightening. We were told we needed to replace both the pump and motor. Taylor Wilbanks notes that she wanted to get this issue fixed before we had any issues with well #2, as it does not shut off automatically. So, someone needed to come out and shut it off every night so the tanks did not overflow. Taylor Wilbanks reports she went ahead and ordered parts to fix the well. Well #1 is

now up and running with no issues. Taylor Wilbanks reports that our new dumpster bins should be delivered sometime this week.

Last week we began installing a tap on Edwards, we guys did hit a customer side gas line, but were able to get the gas shut off, fix the line, and inspected in a timely manner. Taylor Wilbanks reports that winter hours will begin next Tuesday, 12:30-5:30. We also had a customer complaint that the transfer station opens too early. Lastly, Taylor Wilbanks reports that in September Herschel Slivers, Albino Quintana, and Jim Graham went to a 6-hr confined space training. Herschel Slivers and Taylor Wilbanks attended a training on the new copper and lead revisions that are due by October 2024.

Financial Manager Report: Elaina Wagoner presented the profit and loss reports for both August and September since the August board meeting was cancelled. In August there was a profit in both districts for the month. Water usage/revenue was decreased from previous years due to increased rainfall in July and August. Larger expenses for the month included improvements/upgrades for new 8" well meters and dump transport. Elaina Wagoner then presented the profit and loss for September, there was a loss in the water district because of large water stock orders that were invoiced in the same month, and three payrolls periods fell within the month. Elaina Wagoner presented the bank account balances and notified the board of large expenses that will be paid in the next few months, including the invoices for the two new transfer station bins and a new pump and motor for well #1.

BUSINESS

Porter Sewer: By consensus, the Board agrees to hook up the new sewer to an existing line, to avoid digging to the 14' buried main sewer line.

Lead and Copper Revisions: Taylor Wilbanks lets the Board know that there is nothing to vote on but wants to explain what is expected of us by October 2024. Per ADEQ, we must inventory all lines before and after the meter, of houses built before 1986.

Well Security: Gary Rice makes a motion to purchase temporary panels and posts from Liberty Fencing. Joe Zabadal seconds the motion. All in favor; All in favor; Gary Rice, Joe Zabadal, Wayne Solomon, and Rhonda Roberson.

Case Backhoe: By consensus, the Board votes to have the office obtain prices to hire someone to haul the backhoe to a Case dealer to get the electrical board fixed.

Set a Date for the next Board Meeting: By consensus, the next Board meeting will be held Tuesday December 6, 2022 @ 6pm

Meeting Adjourned: By consensus, the meeting is adjourned at 6:50pm

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BOARD MEETING MINUTES

Meeting Date: December 6, 2022

Call to Order: Rusty Westover @ 6:00

Pledge: Rusty Westover

Prayer: Rhonda Roberson

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

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, Gary Rice seconds the motion. All in favor; Gary Rice, Rhonda Roberson, 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 October 28, 2022. Gary Rice seconds the motion. All in favor; Gary Rice, Rusty Westover, and Rhonda Roberson.

Operations Report: Taylor Wilbanks reports that the backhoe has been leaking hydraulic fluid and the red truck has been leaking coolant. Virgil is ordering parts, and both will be dropped off sometime this week for repairs. Taylor Wilbanks reports about a water leak up on Rusty Avenue that was discovered earlier today, this was caused by a faulty abandoned meter, we were able to get the leak stopped, and valve shut off. Taylor Wilbanks reports that the new sewer service on Porter was finished this past week, it has plenty of drop, and the customer should not run into any issues in the future.

After a customer's gas line was hit and fixed in a timely manner last month, the sewer on Edwards was finished without any further issues. Taylor Wilbanks explains that we have had multiple complaints about sewer back up from 4566 3rd North. Both parties were never able to figure out the issue, so we called in a bluestake and added three clean outs for further access. We have not had any complaints since. Taylor Wilbanks reports that a new meter was installed on Frontage Road, between Westover Bridge and South Richards, the installation was smooth. The following day a leak was discovered but fixed the same day without any issues.

Portable fence for well #1 security was delivered last week, one was sent back due to having a hole in the panel, we are expecting a new panel this week. Taylor Wilbanks reports that we have been having issues with our portable generator, she went ahead and bought a back-up. This last generator has lasted close to 10 years, Taylor made sure to buy close to the same brand/model.

Financial Manager Report: Elaina Wagoner presented the profit and loss report for the month of October for both districts. There was a profit for both districts for the month. Larger expenses for the month included an annual expense for ADEQ mapping fees, and the continuation of the large stock order that is being billed as the inventory is delivered. Elaina Wagoner reiterated the large expenses that will be for the month of November including the purchase of the two new sanitary bins, and the repair on the water well. Elaina Wagoner advised the board of different expense accounts compared to what is budgeted for the board to make decisions for future large expenses.

BUSINESS

Hauling Quotes: Gary Rice motions to accept Perkin Cinders bid to haul the backhoe for repairs. Rusty Westover seconds the motion. All in favor; Gary Rice, Rusty Westover, and Rhonda Roberson.

Christmas Bonuses: Gary Rice makes a motion to give Herschel Slivers, LeAnn Baldwin, Albino Quintana, and Jim Graham \$400.00 for their Christmas bonus and Taylor Wilbanks and Elaina Wagoner \$600.00 due to them taking smaller raises at the beginning of the year. Rhonda Roberson seconds the motion. All in favor; Gary Rice, Rusty Westover, and Rhonda Roberson.

Set a Date for the next Board Meeting: By consensus, the next Board meeting will be held Tuesday January 24, 2023 @ 6pm

Meeting Adjourned: By consensus, the meeting is adjourned at 6:39pm