APPROVED
by board 1-20-26

HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT DISTRICT
PUBLIC SESSION MINUTES

December 16, 2025

PUBLIC MEETING

1. **Call to Order.**
Chairperson, Mark Schroeder called the PUBLIC MEETING to order at 6:00 p.m. on December 16, 2025

2. **Roll Call.**
Present were Mark Schroeder, Chairperson; Lucetta Richard, Clerk; Bill Fisher, Board Member Michele Hannah, Board Member.

3. **Pledge of Allegiance.**

4. **Call to the Public**
No Comment

5. **A. System Operator's Report.**
Operator Don Shed reported Set meter for County (Mohave Co Rds), Rebuilt Well #3 CL2, Motor seized up. Fixed with parts on hand. Responded to a low pressure problem, it was a water leak. Need a windshield for the Polaris to cut the coldness. Jacqueline to get information on Polaris to Michelle Hannah, board member. Installed new meter lot 6. Worked on CL2 for Well #2
Operator Jamie Wilson reported, Nothing to report on vacation.

B. Administrative Manager Report.
Jacqueline Moore Manager reported. Map Testing will be going up in 2026 they are using a pricing by calculations. Base fee $447.00 plus $4.60 per service connection (currently 213). Cost approximately $1,400.00 cost usually fluctuate from year to year. (Smaller systems will pay less than larger systems.) If we have a trigger starting in 2026 MAP will come and retest at our cost. Lawyer fees are going up to $355/hr. for Steve Wene and his assistant Erin Kvist $115/hr. first time I've see it broke down like that. My health insurance for 2026 increased to $635.77 from $453.00. ($182.77) for the same insurance as last year. Mark, chairperson stated it's part of your contract.
Mark Schroeder, Chairperson made a motion to continue to cover monthly health insurance rate at $635.77. Bill Fisher 2nd the motion. Motion carried unanimously.

B. Administrative Manager Report, cont
Gene Newman sent over several contacts for doing audits for us. He recommends Atlas CPAs. I've been in contact with them and they will be sending over a quote. After much discussion the Board requested to get 3 quotes. Jacqueline will reach out to a couple other places. Gene sent over his engagement letter for the budget. Not to exceed $2,000. Ater some discussion board accept his engagement letter.

6. Consent Agenda Items:
Lucetta Richard made a motion to approve item A-D, Michele Hannah second the motion. Motion carried unanimously.

7. Regular Agenda Items.

A. Discussion and possible action re: Increasing amount of W.I.F.A. loan to help pay additional storage tank and possible new line for all pay additional storage tank and possible new line for all three "3" wells to pump directly to storage tank. (Letter to lot 24 & 25 piping through easement) Jacqueline, manager reported waiting on form they need signed to de-obligate the old loan. I went through the paperwork for that loan and couldn't find what they wanted. So they are sending one. Still waiting on ADEQ for the Approve to Construct. I got my portion of MyDEQ set and added M3 as submitter. Now waiting for ADEQ to add them so they can submit the document again. (This is a new process.) They had to Notarized their signature and physically send in. That was early last week. Hoping to hear back soon. M3 and Pat Berns have been in communication regarding the piping change and the cement box for connections at the tank. We have to have the submittal from M3 signed for the cost of doing the new permit it's about $10K. It's a retainer. If they need to come out it would be a cost of $20K for 3 days. Letters sent to Lot 24 and Lot 25. No respond to letter. Basically, just a notifying them we will be using the easement.

B. Discussion and possible action re: Review of submitted resumes to fill vacate seat of Melinda Crawford…Possible appointment of replacement of Board member and possible oath of office Term to begin immediately and ending December 31, 2026. Mark Schroeder stated we have 2 applicants. Chris Nixon And Todd Burlingham. After a few questions directed at the applicants and some discussion. Lucetta Richard, Board Member made a motion to have Todd Burlingham fill the vacant seat. Michelle Hannah second the motion. Motion carried unanimously. The Board thanked Chris for her interest in wanting to be on the board.

8. Announcements.

A. Future Meeting Date
The next **Board Meeting** will be **Tuesday, January 20, 2026** at 6:00 p.m.

B. Future Board Agenda Items

9. Adjournment.
Lucetta Richard made a motion to adjourn at 6:44 p.m. Bill Fisher seconded the motion. Motion carried unanimously.

Jacqueline Moore
Administrative Service Manager

Lucetta Richard
Acknowledged…Chairperson or Clerk

1-20-2026
Date