HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT DISTRICT
PUBLIC SESSION MINUTES

February 17, 2026

PUBLIC MEETING

1. **Call to Order.**
   Chairperson, Mark Schroeder called the PUBLIC MEETING to order at 6:00 p.m. on February 17, 2026

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

3. **Pledge of Allegiance.**

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

5. **A. System Operator's Report.**
   Operator Don Shed Reported Surge protector for Fan on well 3 not working. Starting to make noise again. Think its heating up the bearings. Want to talk to the manufacturer/customer support. Possible not chlorine approved anymore? On vacation for about a week. Met with Craig Fire protection to test hydrants. Couple blue stakes. Found an unlock riser at Lot 152. It was dug out, lock sitting off to the side. Possible water theft. Property has been sold. New owner was not aware of it. Keeping an eye on it. Replace riser lot 84 due to leaking. Possible owner using meter to turn water on and off. If leaking again possibly could be charged for repairs. Lot 173 was sold and the meter was pulled out prior to that. Met with weed control. Repair station 2 (well 2). Showed Jamie how to reboot.
   Operator Jamie Wilson was not available for the meeting.

B. Administrative Manager Report.
Jacqueline Moore Manager reported. Bac-T came back clear. Craig Fire came out to do hydrant test to get the ATC permit (Approve to Construct) from ADEQ. It's been busy. Got approval from ADEQ for the CCRs. Got them print, stuffed, needs labeled and stamps. Sending out 210. Working with WIFA loan. Bill Fisher board member sent an email regarding the Capital budget on the construction tank project. Bill Fisher, Board Member stated would like to get the new project onto its own report. To have a way to track. Capital project which will turn into an asset on our books. Project and Loss for this project. Accounting Angels can push it over to its own report and be an additional $75.00 a month. This cost can be charged to the project. Board agrees that it should be a separate project on our financial report. Lucetta Richard asked about operator hours. Operator should not have to report too many hours for it. If it becomes a problem, we can talk about it than. Received information regarding the elections 3 position are up this year, Mark, Lucetta and Todd. Need at least 5 signatures and due to Mohave County between June 6 – July 6, 2026.

6. Consent Agenda Items:
Bill Fisher 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: Current Update on Construction of Tank and Lines. Jacqueline, manager reported got the approve to construct. Sent our first invoice off to WIFA. Pat Bern Invoice. Drew with Pat Berns did say they got a discount on the price of pipe and that needs to be paid by a certain date to get the discount. Jacqueline to call tomorrow and get the date. If the funding doesn't get here by than we need to pay them, so we don't lose the discount. Invoice is $169,579.65. Mark Schroeder, chairperson stated that if WIFA funds are not available yet, to go ahead send them the funds. Mark asked if anyone is concern about spending the Repair Account funds? This improvement we are doing is a repair from the original design. Bill Fisher made a motion to pay outstanding invoice to Pat Bern for $169,579.65 using the money from the repair account, and/or checking and money market account. Todd Burlingham second the motion. Motion carried unanimously. Todd Burlinghan made a motion to close the repair account and transfer the money to checking/money market account. Lucetta Richard second the motion. Motion carried unanimously

B. Discussion and possible action re: CPA required to do budgets. Jacqueline reported that we reached out to the lawyer. We can do a financial review. Which is what we currently do. I don't see where it states audit. The CPA does not to do our budgets. We are not at rick of doing our own as the board is legally responsible for it. Regarding WIFA and Rural Development. WIFA requires the district to submit any audit or audit report required by federal or state government to be submitted each year. I reached out to WIFA (Morgan to find out what will be required. Have not heard back. Also sent an email to Rural Development on their requirements. In 2021 I sent them the financial review after that they only requested balance sheets and profit and loss. WIFA only asked for comprehensive in 2025 for back years. (Budget information) Jacqueline also reached out to other small water districts to find out who their annual review/budgets. Spoke with So Hi DWID they do their own budgets and they do a financial review every other year and was done by Gene Newman. Reached out to Bouse but have not been able to make contact. Will keep trying. Will send letter if needed. Bill Fisher stated, that Gene does do more than just our budgets. Such as journal entries, depreciations. etc. Accounting Angels does payroll, payroll taxes etc. We will need to find a new CPA. We will still have him come this year for guidance. Possibly get information on what he does and find a replacement CPA he can recommend.

C. Discussion and possible action re: Operator Hours. After a brief discussion the board decided to table.

8. Announcements.

A. Future Meeting Date
The next **Board Meeting** will be **Monday, March 16, 2026** at 5:00 p.m. for board members (No Public). Public at 6:00pm

B. Future Board Agenda Items

9. Adjournment.
Lucetta Richard made a motion to adjourn at 7:41 p.m. Todd Burlingham seconded the motion. Motion carried unanimously.

Jacqueline Moore
Administrative Service Manager

Mark E. Schmidt
Acknowledged…Chairperson or Clerk

3/16/26
Date