

**HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT
DISTRICT
PUBLIC SESSION MINUTES**

June 16, 2026

PUBLIC MEETING

1. Call to Order.

Board Member, Mark Schroeder called the **PUBLIC MEETING** to order at 6:00 p.m. on June 16, 2026.

2. Roll Call.

Present were Lucetta Richard, Clerk; Todd Burlingham, Board Member, Bill Fisher, Board Member via Zoom; Mark Schroeder, Chairperson via phone. Michele Hannah informed board she would not be available.

3. Call to the Public

No Action.

4. A. System Operator's Report.

Operator Don Shed Reported repaired one of the Hydrant meters. Used over 170,000-gals last night. Ordered a Hydrant meter so that construction could place at both area they are working (tank & roads). Had issues with the wells not starting. (possible power surge) Raised meter for Lot 13A, Construction crew at lot 131 had issues using the hydrant. Driver with our construction crew pulled water truck away without disconnecting from the hydrant meter. No damage to hydrant, was able to fix meter. Busy with all the construction.

B. Operations Manager Report.

Jacqueline Moore Operations Manager reported. Purchased a Hydrant meter to get one in town it was \$2400.00, but we were able to order from USABlueBook and got \$900 + overnight \$138. Big difference. One hydrant meter had to be fixed, hoping it holds up, construction crew needed 2. To save time without having to travel as far. (tank and roads). We now have 3 hydrant meters now. Vertical IT yearly contract was up, signed a 3 contract which lowered out monthly payment from \$252.50 to \$243.13. Each year it goes up 10%. By 3rd year it will be \$258.88 a couple dollars more than before. Rural Development which is the Assessment. Will no longer be accepting checks. We had to automatic

Operations Manager Report. con't

withdrawal form. We are on the last portion of this. Last payment will be July 1, 2028. We can roll that last payment into July 1, 2027 payment and just be done. That last payment is \$2,150.19 + interest. Something we should talk about when it gets closer. Purchased new standby phone cause the battery expanded. It was only \$30. We paid Pat Bern Construction \$ 86,067.12 and Friday we received another bill for \$183,241.03 sent to WIFA. Did get a quote for a laptop. Through Vertical IT it's \$1,100.00 with set-up. Or we can purchase from Staples \$600-\$700 + and \$100 set-up. Vertical IT gave us a list of what we need on the computer. Lucetta Richard, Board Member made motion to purchase a laptop recommend, and have Vertical IT transfer. Todd Burlingham, Board Member second the motion. Motion carried unanimously. We received 4 applications for 3 board seats. Which mean it will go to elections. Mark Schroeder, chairperson asked about the discussion we had regarding what our labor rates are now and what they should be. Currently we only charge \$50 an hour when we have to do extra work and the hydrant meter fee is only \$100. The operator has to place it each morning and remove each night. After much discussion, Todd Burlingham, Board Member made a motion to approve the hourly labor rates to \$125.00 an hour with a one (1) hour minimum. (plus material) and Hydrant Meter charge to \$200.00. Lucetta Richard, Clerk second the motion. Motion carried unanimously.

6. Consent Agenda Items:

Lucetta Richard, Clerk made a motion to approve item A-D, Bill Fisher, Board Member, second the motion. Motion carried unanimously.

7. Regular Agenda Items.

A. Discussion and possible action re: Current Update on Construction of Tank and Lines. Working on Rancho Vista and Coronado placing pipe and now at tank. Todd Burlingham, Board Member talked to the crew today and they are hoping by Thursday to be just heading to the tank. Ground gets put back as they go. Minimally invasive. Bill Fisher, Board Member asked how often are they going to bill us, once a month, weekly. etc. Jacqueline will touch base with Pat Bern Construction. They put a very minimal description on the bill. Jacqueline will forward the invoice and documents to the Board.

Discussion and possible action re: Financial Review/Audit Jacqueline was looking through WIFA loan document on what is required of us. Whether it be an Audit, Financial Review or Financial Presentation. Todd Burlingham, board member stated that per our contract we have required by the government or Arizona laws. Whether be an audit or review. If required to do a financial review we give to WIFA each year or 2 years. Standard accounting system, which we already have. \$100k to \$1m we have to have a financial review. Under \$100k every 2 years. Need to get a solid concrete answer from WIFA first on what their requirements are. Not federal loan, only need to do why is required by the state and WIFA. Bill Fisher, board member stated his understand is a financial review yearly. We have 4 quotes Loren Cunningham has another water district. I did send them what Gene was doing for us. Jacqueline to make contact with Loren Cunningham.

At this time 6:48pm Lucetta Richard made a motion to adjourn to Executive Session to Address Agenda B. Todd Burlingham seconded the Motion. Motion carried.

Reconvened to the public session at 7:20pm.

8. Agenda Items..... continued

C. Discuss and possible action re: Personnel matters; Annual employee evaluations. Lucetta Richard made a motion to increase Don's hourly wage to \$25.50 per hour. No added PTO at this time. Increase Jacqueline's salary to an additional \$86.00 per pay period. This is just to adjust where you should be. Todd Burlingham second the motion. Motion carried unanimously.

9. Announcements.

A. Future Meeting Date

The next **Board Meeting** will be **Tuesday, July 21, 2026** at 6:00pm

B. Future Board Agenda Items

10. Adjournment.

Lucetta Richard made a motion to adjourn at 6:42 p.m. Todd Burlingham seconded the motion. Motion carried unanimously.

Operations Manager

Acknowledged...Chairperson or Clerk

Date

DRAFT