APPROVED
By board 6-13-23

# HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT DISTRICT
# PUBLIC SESSION MINUTES
# OF HEARING and MEETING

## May 16, 2023

## PUBLIC HEARING

1. **Call to Order.**
   Chairperson, Mark Schroeder called the PUBLIC HEARING to order at 6:00 p.m. on May 16, 2023 at Havasu Heights District Building, Lot 45, 7931 N. Barker Dr., Lake Havasu City, Arizona.

2. **Roll Call**
   Present were Mark Schroeder, Chairperson; Jimmy Wilson, Clerk; Lucetta Richard, Board Member; Melinda Crawford, Board Member and Bill Stellhorn, Board Member. Also in attendance was Gene Newman, CPA for the District. A quorum was met to conduct the Hearing.

3. **Pledge of Allegiance**

4. **Call to the Public regarding proposed district budget and related costs and revenues. (Budget period: July 2023 – June 2024)**
   The Administrative Manager reported that there were no written objections received by the office. No objections from the public in attendance during the hearing.

5. **Announcement that a Public Meeting will follow after Public Hearing is adjourned.**

6. **Adjournment.**
   Lucetta Richard made a motion to adjourn the public hearing at 6:06 p.m. Bill Stellhorn seconded the motion. Motion carried.

## PUBLIC MEETING

1. **Call to Order.**
   Board Member, Mark Schroeder called the PUBLIC MEETING to order at 6:06 p.m. on May 16, 2023.

2. **Roll Call.**
Present were Mark Schroeder, Chairperson; Jimmy Wilson, Clerk; Lucetta Richard, Board Member; Melinda Crawford, Board Member and Bill Stellhorn, Board Member. Also in attendance was Gene Newman, CPA for the District.

3. **Call to the Public**
Jerry Jacob (resident) asked if we were having issues with our billing. Because he did not receive a bill in the mail yet. Debbie stated they usually have it on 4th. Jacqueline Moore (Admirative Manager) Explained that it could be sitting in someone else's mailbox. Jimmy Wilson (Clerk) the mail system is not that good here. Jacqueline Moore (Admirative Manager) also stated that she can do mail and email if they would like, just to make sure they get a bill each time. Bill Stellhorn (Board Member) stated it's a set due date. They are always due of the 15th.

4. **A. System Operator's Report.**
Operator Don Shed we had a conference call with M3 got all the Engineering on board on what we wanted. They had it up on the computer and I was directing them on what we wanted, so now we are on the same page. This route will be saving us a lot of fittings and pipe. Hopefully soon we can start getting permits. We will be addressing all the customers with a letter. Melinda Crawford, Board Member asked if what they sent us matched the conversation we had? Don Shed (Operator) responded, yes. Mark Schroeder (Chairperson) asked when this is all said and done the way we have the pipe and plumbing all designed we can still feed the system if the other two wells go down? Don Shed (Operator) stated he had them add a valve down at this pump, so this pump will feed the entire system. (Load and tank). We will be able to control the chlorine better. Don stated the he repaired all the chlorine pumps, it was a little high. Got it back balanced. Met with MAP, took him around and did the testing, all good.
Operator James Wilson stated still doing locates. Taking Operator 3 next month. Had a guy with high usage due to a leak. 90,000 gallons. His issue. Jacqueline Moore stated we actually had two. Right next to each other. Both their issues. One was a landscaping bubbler stuck open, the other was a broken pipe.

**B. Administrative Manager Report.**

Jacqueline Moore reported we will be reading meters on May 29, 2023 Memorial Day, since Don (Operator) will be in class May 30, 31 and June 1. Don's schooling hours should he be paid to go to class for us? Board agreed he should be paid for his time in class for the district. (Mark explain that Don is going for his operator 1 license. This way both our operators will be licensed.) The MAP (Monitoring Assistance Program) was out on May 9th and tested the water. The test came back all clear. These tests are used for the CCRs (Consumer Confidence Report). Midco called, they are tank diving service. Asking if we were ready to have them check the tank this year. I looked it up and saw that it was superior Tank Solutions that did it last time in 2019 and it was about $2400.00. Mark opinion is No, since we are getting ready to have the tank resurfaced within the next two years or less. No sense in spending a couple thousand dollars. All board members agreed. Don Shed (Operator) stated that its not mandatory. But they do recommend every 5 years.

The Community System Water Plan report came back stating we did not supply enough information. I spent 3 hours getting the data they wanted only to find out that we have an assured and adequate water source. Which only 26 system have and that information was not needed.

**7. Consent Agenda Items:**

Bill Stellhorn made a motion to approve items A-D. Melinda Crawford, seconded the motion. Motion carried unanimously.

**8. Regular Agenda Items.**

**A. Presentation for consideration and possible action re: Adoption of the proposed budget for Havasu Heights DWID (July 2023 – June 2024 prepared by Gene Newman, CPA If approved, the budget will be delivered to Mohave County Finance Department.**

Lucetta Richard made a motion to approve the proposed budget for Havasu Heights DWID (July 2023- June 2024) Bill Stellhorn, seconded the motion. Motion carried unanimously.

**B. 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 three "3" wells to pump directly to storage tank and one "1" chlorination system at the tank.** See Operators report

**C. Discussion and possible action re: Credit card/online payment options for customers.**

Melinda Crawford, Board Member stated that she has several people ask her why we do not offer Credit card payments. Jacqueline Moore reported that she contacted PNC and what they have is a system called Clover Dashboard. Set-up $99, $6.95 a month, they charge a 2.9% plus $0.20 per transaction fee. They do have a tip service where you can add a fee for using the Credit card for us to cover our fees. Lucetta Richard asked about Venmo or Zelle service? Jacqueline Moore responded that they do offer Zelle that is free. Problem is we would have to have that App on a phone. Could possibly put it on the stand-by phone. After we received a payment via Zelle or Credit card I would need to go back to our billing system to add the payments on that side. Lucetta Richard, board member stated that there's more than just the bank fees. The Credit card company can also charge us a fee for using Credit cards. Not sure how we can pass all them off onto the consumer legally. The bank did not mention the charges from the actual credit card company. Melinda Crawford asked to check with the bank regarding credit card charges. Bill Fisher (resident) stated instead of paying the Credit card set-up fee, why not spend the money and purchase a tablet for the office to use Zelle. After much discussion Jacqueline will check in with El Dorado and Square.

**D. Discussion and possible action re: Trailer for generator.**

Don Shed purchased a trailer that could be used for the generator and got enough room for the battery packs and propane. Lucetta Richard made a motion to paid Don Shed $500 for the trailer Jimmy Wilson, seconded the motion. Motion carried unanimously.

**9. Announcements.**

**A. Future Meeting Date**

The next **Board Meeting** will be **Tuesday, June 13th, 2023** at 6:00 p.m.

**B. Future Board Agenda Items**

**10. Adjournment.**

Jimmy Wilson made a motion to adjourn at 7:06 p.m. Mark Schroeder seconded the motion. Motion carried unanimously.

Jacqueline Moore
**Administrative Service Manager**

**Acknowledged…Chairperson or Clerk**

10-13-2023
**Date**