HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT DISTRICT
PUBLIC SESSION MINUTES

June 13, 2023

PUBLIC MEETING

1. **Call to Order.**
Chairperson, Mark Schroeder called the PUBLIC MEETING to order at 6:00 p.m. on June 13, 2023.

2. **Roll Call.**
Present were Mark Schroeder, Chairperson; Jimmy Wilson, Clerk; Melinda Crawford, Board Member and Bill Stellhorn, Board Member. Lucetta Richard, Board Member informed Board in advance she would not be in attendance.

3. **Call to the Public**
No Action

4. **A. System Operator's Report.**
Operator Don Shed stated we have a lot of water loss. Almost caught some one at well #3. They were sitting there and then left out into the desert. White pickup. Jimmy Wilson, board member stated he saw that truck with water tank full when at the mailboxes. But did not see him on Heights Blvd when he came into the Heights. Don stated we turn the hydrants lock a certain way, so when we drive by we know if they were tampered with. Fire Department puts them back the same way. To try and stop this we are need to buy better locks. Don Shed looked into the Hidden Arbor Locks. Basically, looks like a hockey puck. Do stated that the days we hit over 100,000 is the days they are getting water. Mark Schroeder asked where are they getting the water from on well #3? Don stated there is fire hydrant located at well #3. Mark Schroeder does not feel it would be cost effective to have a trail camera. But put one on where they frequent often. Mark Schroeder asked can we justify buying some game cameras? Don and Jamie both stated that there in no place to hide them. Mark stated With the amount of water loss it would be justified to buy the locks. Prior to this administration the water loss was astronomical. 1) because of thief, 2) Poor meters. Since we corrected we drop our water loss to 80K or less. Jimmy made a motion to purchase hidden arbor locks not to exceed $1500. Melinda Crawford 2nd the motion. Motion carried unanimously. Don stated he attend class (for D1 certification) learned a lot. Found out we were doing a few things wrong. Bac-t test we have been using cholrine and

a torch, should be using Alcohol and no torch. We will not be able to use chlorine gas when we do the new system, unless we have an air-conditioned room. The CL2 needs to be cleaned every 3 months with vinegar. Bill Stellhorn asked about the status on the generator. Don stated he will be back working on it next month. Operator James Wilson stated noticed that someone made a comment that they didn't know we have fire hydrants. Started de-brushing some of them to get ready to repaint them. This way they will stand out again with Sunshine Yellow with red tops. Jimmy Wilson asked if the paint was reflective. Reflective paint is expensive. Mark Schroeder asked if we were painting because someone mentioned it? It was done a few years ago, and needs to be done and exercise the valve at the same time. Monitoring the hydrants for possible stealing water.

B. Administrative Manager Report.

Jacqueline Moore reported if anybody wants to attend the Tri-State seminar she will need to know by tomorrow. Dates of seminar are August 7th-10th. M3 is completing the final drawing and submitting for permits. Emailed WIFA and let them know where we are in the process. Jimmy Wilson stated we have 2 contractors locally Tri-sun and Premier Backhoe. We called 8 customers for high water usage this month, with several having major leaks. Bac-T came back clear. I checked in with the bank regarding Zelle (for CC payments) They stated that it's not a good idea to use Zelle due to fraudulent activity. Contacted Square they were pretty pricey. Prices are different depending how you run it. Weather over the phone or in-person. In person 2.6% +10 cents, online 2.9% +30 cents, Invoicing 3.3% + 30 cents, Manually entered 3.5% + 15 cents. Contacted El Dorado (Our billing system) they do have an upgraded system it would be $395.00 and we could accept CC payments through them. The fee is 3.5% with a minimum of $2.95 and a monthly fee of $30.00. Melinda Crawford, Board member stated she checked with Go Daddy. They have a service that is supposed to be one of the cheapest. They are in the process of adding feature to charge the customer up front for the fees. That fee includes the credit card companies' fees. They will send Melinda the information once they have it ready. They send a report, don't know how often and that's how you know who and how much paid. They hold all the CC info, bank info. A past board member came in and dropped off a set of keys for the office. (All locks have been changed since). Sent package from ADEQ regarding the testing for PFAS. ADEQ will do the testing for free. (Normally it would be an $800 charge.) They want to do a preliminary test. This will be come mandatory by end of year or next year. If we come up positive, we get move to front for funding if needed. We'll have time to correct the issue before it becomes mandatory. Bill Stellhorn made a motion to accept ADEQ testing for PFAS, Jimmy Wilson, second the motion. Motion carried unanimously.

7. **Consent Agenda Items:**
Melinda Crawford made a motion to approve items A-D. Jimmy Wilson, seconded the motion. Motion carried unanimously.

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

At this time 6:38pm Jimmy Wilson made a motion to adjourn to Executive Session to Address Agenda B. Melinda Crawford seconded the Motion. Motion carried.

Melinda Crawford made a motion to reconvened to the public session at 7:16pm. Bill Stellhorn seconded motion. Motion carried.

Regular Agenda Items.....continued

B. Discuss and possible action re: Personnel matters; Annual employee evaluations. Mark Schroeder Thanked and appreciated all that Jacqueline Moore, Don Shed and Jamie Wilson do.
Melinda Crawford made a motion to increase hourly wages by 5% to take effective July 1, 2023. Bill Stellhorn seconded the motion. Motion carried.

9. **Announcements.**
A. Future Meeting Date
The next **Board Meeting** will be **Tuesday, July 18th, 2023** at 6:00 p.m.

B. Future Board Agenda Items

10. **Adjournment.**
Jimmy Wilson made a motion to adjourn at 7:25 p.m. Melinda Crawford seconded the motion. Motion carried unanimously.

Jacqueli Moore
Administrative Service Manager

Acknowledged…Chairperson or Clerk

7-18-2023
Date