APPROVED
By Board 12.19.2023

HAVASU HEIGHTS DOMESTIC WATER IMPROVEMENT DISTRICT
PUBLIC SESSION MINUTES

November 21, 2023

PUBLIC MEETING

1. **Call to Order.**
Chairperson, Mark Schroeder called the PUBLIC MEETING to order at 6:00 p.m. on November 21, 2023.

2. **Roll Call.**
Present were Mark Schroeder, Chairperson, Jimmy Wilson, Clerk; Lucetta Richard, Board Member and Melinda Crawford, Board Member, Bill Stellhorn, Board Member.

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

4. **A. System Operator's Report.**
Operator Don Shed CL2 pump went down at station 2 (Well 2) due to electrical. Due to the chlorine gases will eat all the electrical parts. So needed to cleaned out and put in new connector. With the sediment I had to install the screened air valves at Well 2 and 3, now all pumps have it. Checked the Risers and meters for leaks, found 3. When putting new locks on the Fire Hydrants got about a dozen that had been messed with or broken. Dropped of keys with the fire department. Repaired the CL2 line at Well 2 it blew a ¼ line. Lost some water. Mark Schroeder asked why it happened? Don responded just old. (The heat, the cold and chlorine will make them brittle and snap off.) Turn off meters for people so they can do repairs and show them where their shut-off valves were. Met with AZ Water to do the Static Water Test.
Mark Schroeder, chairperson stated you both did a good job on reports to the board. When it comes to the timesheets (field report) he would like to see a little bit more description on what you are doing. We would like to have that on paper and we have a paper trail on what's going on. When I look at them, I see, wells, meters, hydrants. That does not mean anything to me and possible to anyone else. Just take a few more minutes and give a better description and we have it documented. In the event we have an issue. Just better records. Better communication. Both are doing great. Jamie asked to make Don the primary operator, since he is out here way more than I'm throughout the day. In case there is an issue. Just need to let ADEQ know that he is the head operator. Jimmy

System Operator's Report, Cont.
Wilson, Clerk reminded Don to make sure he gets his 30 hours of training in before his license expires. Melinda Crawford, board member asked if we going to replace the chlorination system? Don Shed, operator replied no. Melinda asked that we are not going 3 to 1? Mark Schroeder, Chairperson stated correct. Melinda asked if this going to change any of the designs? Don Shed, Operator replied once we get all the pumps going to the tanks it will be simple to regulate. Melinda thought there were issues with the CL2s? Mark Schroeder, Chairperson stated that is what they been working on the last 18 months. They have gotten system down to 24/30 mark. They finally got the chlorination system working correctly. We will not have to change the system out. Which will save us a lot of money by not replacing it. We will remove the part on Regular agenda item A "and one 1 chlorination system at the tank". As it was not part of M3 designs. Mark asked how the chlorine was holding up, if we will need to get some more. Don responded we good for right now.

Operator Jamie Wilson started working on getting the valves exercised and hydrants flushed. We got some pretty bad water so we stopped to let the system cleared up. The hydrant at Rice and Rancho Vista was pumping some brown water due to magnesium, and other minerals. Flushed about 6,000-7,000 gallons to clear it out. Then went down to the end and flushed it out, so it didn't go through out the system. This what happens when you exercise the valves. Jimmy Wilson, Board Member asked if it was coming out of the pumps. Jamie responded yes. We did have this before with one Hydrant on Rice. Mark Schroeder, Chairperson asked if they are 100% sure it's due to exercise valves? Jamie responded with 100%. Knocking everything loose from the seat and stem. Need to be done by-yearly. Mark Schroeder, Chairperson suggested that they are rechecked that one area next year at this same time. To see if chlorine makes a difference. Jacqueline will add to the calendar.

B. Administrative Manager Report.
Jacqueline Moore reported BAC-T came back clear. Static water test was done and we are up 3.2 feet from last year. Update on the billing I split out the emails and we only had 8 emails return. Will continue to do it that way going forward. It was because we were going over that 100 mark. I would like to put a sticker on the side of our side x side that says Havasu Heights Water. Just so people know it's us and not be accused of stocking in the early AM. Jimmy Wilson, Clerk suggested possible a yellow beckon? (caution light). Mark Schroeder, Chairperson stated he thought it was a viable option. It is our official service

Administrative Manager Report, Cont.

vehicle for the water district. Jamie Wilson, Operator it's a way to stand out in the community. Mark Schroeder, Chairperson asked if I had reflective vinyl. Jacqueline stated she has some but can get more if needed. Mark Schroeder Chairperson suggested HHDWID. Jacqueline stated will look into getting a light for the side x side that will show from both front and back and is inexpensive. Jacqueline requested that the operators communicate a little better with her, such as with order like with Dana Kepner. They kind of left with out of the loop. So, I didn't know what was happening with the order. I just need to be able to keep track of it and I can reach out to them. When I get invoiced, I'll know what its for. Also, with the Fire Department if they stop you, have them call the office. Just keep me in the loop. Keep the lines of communication open. Workorders…I will have workorders for calls for you to sign and date so we have accountability. If there is ever an issue, we have documentation. Mark Schroeder, Chairperson responded that is a must. This way we have a paper trail. Jimmy Wilson, Chairperson asked if I was contacted by the fire department a few weeks ago regarding water use, answer was no. Jimmy stated he will let the Chief know they (fire personnel) are is not communicating with us. Mark Schroeder, Chairperson stated to the operators that you need to make sure that you communicate and keep Jacqueline in the loop at all times. Lucetta Richard, board member asked about the water on Coronado and Don Shed, Operator let her know we were flushing hydrants and exercising valves. (Was posted on neighborhood app that we were working). Melinda Crawford, board member said we could do a private group in neighborhood app for the board members and staff to share information. Lead and Copper service line information, been looking around for permits and or purchase orders, still looking. But did get a spreadsheet done and got a copy of blue print uploaded. So hopefully we are covered.

5. Consent Agenda Items:

Melinda Crawford made a motion to approve item A-D, Jimmy Wilson second the motion. Motion carried unanimously.

6. 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.

Jacqueline Moore reported, 2 more drawing were sent and included in email pack. Luis from M3 reached out and stated they are waiting for approval from ADEQ. After approval we should be go to go and get quote/bibs. Also sent email to Morgan at WIFI, but have not heard back from her. Jimmy Wilson, clerk mention there is a website we can go to put the job on and contractors that want to bid can. Jamie will find out the website. Mark Schroeder, chairperson we have been working on this for 2+ years and its exciting that its coming to fruition.

7. Announcements.

A. Future Meeting Date

The next **Board Meeting** will be **Tuesday, December 19, 2023** at 6:00 p.m.

B. Future Board Agenda Items

8. Adjournment.

Mark Schroeder made a motion to adjourn at 6:55 p.m. Melinda Crawford seconded the motion. Motion carried unanimously.

Jacqueline Moore
Administrative Service Manager

Acknowledged…Chairperson or Clerk

12.19.2023
Date