

**MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
GREEN VALLEY COUNTY WATER  
DISTRICT HELD January 13, 2022**

The Regular Meeting of the Board of Directors of the Green Valley County Water District was called to order by President Phillips at the hour of 6:00 P.M. on January 13, 2021, at 16003 Spunky Canyon Road. Due to Covid 19, the meeting was held outside with masks and social distancing. The meeting began with the recitation of the Pledge of Allegiance.

Directors present were: Jeff McCracken, Dave Phillips, and Joe Randle. Also, present were General Manager, Kevin Francis and District Secretary, Valerie Waidner. Director Bob Garth and Director Castaneda were absent.

**Item 5 Approval of Agenda**

The President asked for a motion to approve the agenda. A motion was made to approve the agenda by Director McCracken and seconded by Director Randles and carried (3-0).

**Item 6, Election of Officers**

The Election of Officers was tabled until next month's meeting. Since there were only three directors present.

**Item 7 Approval of Minutes**

The President called for a motion to approve the Regular Meeting Minutes of December 9, 2021. A motion was made to approve the Regular Meeting Minutes of December 9, 2021 by Director Randles and seconded by Director McCracken and carried (3-0).

**Item 8 Approval of Treasurer's Reports**

The President called for a motion to approve the Cash Disbursements from 12-01-21 through 12-31-21 and to approve the Treasurer's Report of December 2021. A motion was made to approve the Cash Disbursements from 12-01-21 through 12-31-21 and to approve the Treasurer's Report of December 2021 by Director McCracken and seconded by Director Randles and carried (3-0).

The President called for a motion to approve the 2<sup>nd</sup> Qtr Budget Report for the Fiscal Year Ending June 30, 2022. A motion was made to approve the 2<sup>nd</sup> Qtr Budget Report for the Fiscal Year Ending June 30, 2022 by Director Randles and seconded by Director McCracken and carried (3-0).

The Grants Committee is continuing to work on the Small Community Drought Relief Program (SCDRP) Grants applications for all 3 projects (hauling water, additional well and pipeline project). Joon informed the District that the data that the District provided him was not enough to convince the state that the District should qualify for technical assistance. The Committee is working on gathering more data to help strengthen the District's chances for application approval.

### **Item 9 Public Comment and Non Agenda Items**

District Secretary informed the Board of Directors and the audience that the state has lifted covid-19 restrictions and the District will be able to start adding late fees again starting April 1, 2022. The District will also be able to shut off meters to customer's residences who have not paid their balances 2 weeks after the late notice is mailed. A late notice is mailed to customers the next business day after the due date.

### **Item 10 Manager's Report**

The General Manager presented his report to the Board. The report is attached hereto and is made a part of these minutes by reference.

The District had a major line break near Baranco Tank in December. Due to the incorrect construction of the District's water lines in the 80's, the water lines are breaking and not lasting as long as they are supposed to. The contractor from the 80's applied a cement coupler and it is causing the water lines to leak. The General Manager is requesting a vote from the Board to take a look at one of the main lines near the Baranco Tanks. The line the General Manager would like to check is 20 feet in length . He would like to check the entire water line. He believes it will take a day to fix if there are any leaks present. The vote will be on next month's agenda so all board members are present. The General Manager has already purchased the parts with the President's approval.

The General Manager reported that there has been no update on when Juan Arriola, the District's contact with the State Water Resources Control Board will come to visit the District. He is also continuing to work on the front of the office. He has completed the structure and is now on the final steps of painting and completing the project.

In December Juan sent the General Manager his report of his visit on February 19, 2020. One of the topics that was in the report was the Valve Exercise Program. Currently the District is only exercising the valves when the District gets a leak. We will continue this practice and increase inspections. It was also discussed that the Board needs to have records of any activity involving around tanks, wells, valves, etc.

He also reported that he has purchased the parts for Spunky Booster. He will need these parts once the District starts hauling water.

### **Item 11 BOARD PRESENTATIONS**

#### **11.1 Review of Water Rates**

This has been tabled for the time being. Rates will be change if the District starts hauling water.

#### **11.2 Switching Banks**

The District Secretary presented the board with account information between US Bank and Union Bank. The Board of Directors choose to open the Gold Account with US Bank.

The President called for a motion to approve switching the District's Bank Account from Wells Fargo to US Bank. A motion was made by Director Randles and seconded by Director McCracken and carried (3-0).

#### **11.3 Update on Loan for Utility Vehicle**

With the decision switching to US Bank, the President and the District Secretary will speak with US Bank about possible line of credit or loans for purchasing a new or used utility vehicle.

#### 11.4 Outstanding Accounts – Issuing Liens

The last District Secretary was able to send liens to the County Recorder Office and those liens will last for 10 years. However, there was no guarantee that those liens would get paid before they were sold. The District would need to update each lien every 10 years or they would not be valid past the 10 year mark. The current District Secretary is communicating with the attorney to see if the District can have customer debts with the District added to their property tax. This will guarantee the District will be paid and will be reimbursed within the year reported. The District will need an Ordinance for this procedure.

#### 11.5 Service Calls Requesting Kevin

The District receives many requests for the General Manager assistance. These requests revolve around rechecking meter reading right at billing time. Customers will often not recheck their own meters and insist the General Manager recheck the meter to make sure the reading is correct. This is very time consuming for the manager. Customers can also refer to the District website on how to check their meters. The Board of Directors want to create a resolution to inform customers that there will be an additional charge of \$50 for the General Manager to come out to the house to recheck the reading and see if there is a leak.

#### 11.6 Update Emergency Packets and Emergency Phone Service

With the major line break in December, the Directors enquire about an emergency phone service to inform customers of the emergency situation. The District Secretary was able to find a pay as you go service. The service is called DialMyCalls. The District will only have to pay when the District actually uses the service. The plan starts out at \$10 for 140 credits. Each credit equals one text message or 30 seconds of call time. The District will update the Emergency Packet and make sure each number is current with our customers. She will also give the customer a choice on how they would like to be informed if there is an emergency.

#### **Item 15 Agenda Items for the Next Regular Meeting**


In addition to the regular agenda items, there will be election of officers, update on bank switch with line of credit/loan information, resolution for General Manager, review of water rates and lien information update.

District Secretary will include an update on gathering grant information.

There being no further business, Director Randles made a motion which was seconded by Director McCracken and carried (3-0), that the Regular Meeting of the Board of Directors of the Green Valley County Water District be adjourned. The meeting was adjourned January 10, 2022 at 7:50 P.M. The next regular meeting of the Green Valley County Water District's Board of Directors will be February 10, 2022 at 6:00 P.M.

  
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David Phillips  
President of the Board of Directors

ATTEST:

  
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Valerie Waldner  
District Secretary  
(SEAL)