

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Thursday, January 25<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold via video John Green Joseph (Hart) Krumrine	Robert (Bob) Hedden Darlene (Dar) Hollingsworth
Board Directors Absent	George (Doctor) Orndorff	
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	Steve Peidl via video	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Vice Chair of the Board, Darlene Hollingsworth.
  - A. The meeting was called to order at 9:38AM. by Vice Chair, Darlene Hollingsworth. Roll call was taken. A quorum was announced with five (5) Board members present.
  - B. Approval of December 14<sup>th</sup>, 2023, Board Meeting Minutes.
- Motion to approve the December 14<sup>th</sup>, 2023, Board Meeting Minutes  
 Moved: Bob Hedden    2<sup>nd</sup>: Hart Krumrine    Approved: 4/0    Abstain: Vice Chair
2. General Business
  - A. Administrative – Vice Chair, Darlene Hollingsworth
    1. District’s Master Plan. The Board determined an Ad Hoc committee is not required for this project.
  - B. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report.
      - a. The Monthly Operations Report now provides greater detail of the major categories of expenses.
    2. Current Capital Budget.
      - a. Received the balance of single port MXUs from the 2022-23 Capital Budget and an additional 50 MXUs for the 2023-24 Capital Budget.
      - b. The District’s revised bid package for the Calle Tres Booster project will be completed by the end of January and sent to potential contractors. The bids are expected to be returned by the 3<sup>rd</sup> week of February.
  3. Monthly Task List.
    - a. January 26<sup>th</sup> is the deadline to apply for the open field staff position. Scheduling interviews of potential candidates will begin next week.
    - b. Discussed the possibility of upgrading the San Ignacio golf course well into the District’s potable water system. A scope of work has been sent to WLB to verify the concept is hydraulically feasible.
    - c. Met with Waterworth to go over the additional billing information that was provided. Waterworth staff will make a presentation during the February 20<sup>th</sup>, 2024, Financial Committee meeting to walk through different rate scenarios.
- C. Technical Advisory Committee – Chair, Bob Hedden.
  1. FlexNet project update. Work is continuing with Sensus on the computer programming to accommodate various meters within the system. The primary programming change relates to reading in one (1) gallon increments vs the current one hundred (100) gallon increments.
  2. Calle Tres Booster Station update.

- a. Re-working the electrical component of the upgrade to accommodate the SCADA system.
  - b. The bid of was received for the block wall enclosure.
  - c. Expected to have the revised bid package by the end of January. Four possible contractors have been identified.
  - d. All Capital work associated with converting the Booster station to a permanent component of GVWD's infrastructure will be included in the 2023-24 Capital Budget.
3. Canoa Ranch Booster Station update. The project is being moved from the 2024-25 Capital Budget to the 2025-26 Capital Budget.
  4. Canoa Ranch Block 27-S Development. The development of Block 27-S is on-hold pending the construction of Pima County's Wastewater system.
  5. Master Plan Project.
    - a. Committee members requested a separate meeting to discuss the items included in the proposed 5- & 10-year Master Plan.
    - b. The meeting is scheduled for February 15<sup>th</sup>, 2024, at 2:00PM.
- D. Financial Advisory Committee – Chair, John Green.
1. December 2023 Financial Statements. The committee has reviewed the December financial figures and found no concerns.
  2. FY2022-2023 Audit Report update. The official FY2022-2023 audit report was distributed and reviewed. A discussion centered on the deficit identified in the audit.
  3. The Three Step Plan Quarterly Review. The Q1 review took place on January 22<sup>nd</sup>, 2024. No significant changes were identified. The two remaining quarterly reviews will take place after the February and April committee meetings.
  4. Investment update. Management is exploring transferring a portion of the LGIP investments from short-term to the medium-term pool.
- E. Personnel Advisory Committee – Chair, Hart Krumrine.
1. Employee Manual Revision update. The committee approved the final draft. The document is being reviewed by the attorney and will subsequently be presented to the Board for approval.
3. Call to the Public – Vice Chair, Dar Hollingsworth. No comments.
  4. Announcements – Clerk of the Board, Luis Rodriguez
    - A. The District office will be closed Monday, February 19<sup>th</sup>, in observance of President's Day. Therefore, the Advisory Committee meetings will be held on Tuesday, February 20<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee and Personnel Advisory Committee meetings.
    - B. The Board of Directors Meeting is scheduled for 9:30AM, Thursday, February 22<sup>nd</sup>, 2024.
  5. Adjournment
- Motion to adjourn the meeting.  
Move: Bob Hedden      2nd: John Green      Approved: 4/0      Abstain: Vice Chair

The meeting was adjourned at 10:50AM. Minutes approved February 22<sup>nd</sup>, 2024.