Green Valley Domestic Water Improvement District

BOARD OF DIRECTORS MEETING MINUTES

Wednesday, September 24, 2025 Conducted at the Green Valley Water District Conference Room

Board Directors Present:	Eric Sullwold, Chair	Lee Lemas, Vice Chair
	John Green	George (Doctor) Orndorff
	Edwin (Ed) Storey	Joseph (Hart) Krumrine
	Randall (Randy) Howard	
Board Directors Absent:	None	
District Staff Present:	Dara Duffy, District Manager - departed 12:07 PM Mike Brady, Field Ops Supervisor – arrived @ 11:43 AM and departed @ 12:14 PM Matt Perez, Accounting Specialist - departed @ 9:16 AM	
Counselors Present:	Robert Garcia, Partner, Farhang and Medcoff Attorneys via Microsoft Teams – departed @ 12:00 PM	
Public Present:	Patricia (Pat) Carlstad – departed @ 9:16 AM and returned @ 11:24 AM	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call - Chair, Eric Sullwold

The meeting was called to order at 9:00 AM by Chair of the Board Eric Sullwold. Roll call was taken and a quorum announced with seven (7) Directors present.

• Motion to approve June 25, 2025, Board of Directors Meeting Minutes as presented.

Moved: George Orndorff

2nd: Ed Storey

Approved: 6/0

Abstain: Chair

• Motion to approve July 11, 2025, Special Board of Directors Meeting Minutes as presented.

Moved: Randy Howard

2nd: Ed Storey

Approved: 6/0

Abstain: Chair

• Motion to approve July 24, 2025, Special Board of Directors Meeting Minutes as presented.

Moved: Hart Krumrine

2nd: George Orndorff

Approved: 6/0

Abstain: Chair

- Motion to approve September 09, 2025, Special Board of Directors Meeting Minutes as presented.
- Moved: George Orndorff
- 2nd: Randy Howard

Approved: 6/0

Abstain: Chair

- 2. General Business
 - A. Administrative Chair, Eric Sullwold. No comment.
 - B. Operations Report District Manager, Dara Duffy
 - 1. Current Operations
 - a. Project Report.
 - i. Meter changeouts for August were 39, with an additional 10 meters for dead batteries.
 - ii. The sewer billing project is far more difficult than anticipated. The billing system required changes, and many customers were incorrectly billed, requiring adjustments.
 - iii. Verified and corrected staff insurance coverages.
 - i. Verified and corrected staff insurance premium rates.
 - ii. A calendar listing all annual reports was presented and discussed. The DM will add monthly and quarterly reports.
 - b. Financials. September 2025 cash balances.
 - i. The District Manager confirmed the September cash balances as presented were as of September 24th, as validated from each respective institution's website today.

- ii. The District Manager agreed to provide both paper and electronic copies of monthly statements from the District's banking and investment institutions.
- iii. The District Manager will verify that the District's water order to decline the Central Arizona Project (CAP) allocation has been filed.
- c. Questions regarding the Task List. The September Task List was presented and discussed. No concerns were found.
- C. Technical Advisory Committee Chair, Ed Storey. No report.
- D. Financial Advisory Committee Chair, John Green. No report.
- 3. Call to the Public Chair, Eric Sullwold. There were no comments from the public.

Pat Carlstad departed the Board of Directors meeting at 9:16 AM

- 4. Executive Session Chair Eric Sullwold
 - Motion to enter executive session to discuss litigation and personnel matters arising from fraud and embezzlement.

Moved: Lee Lemas

2nd: Ed Storey

Approved: 6/0

Abstain: Chair

A. The Board entered Executive session at 9:17 AM and returned to the regular Board of Directors meeting at 11:23 AM. No vote or action was taken while in executive session.

Pat Carlstad rejoined the Board of Directors meeting at 11:24 AM.

- 5. Discussion and possible motion regarding the current District Manager.
 - Motion effective immediately, Dara Duffy is terminated as the Green Valley Water District's District Manager. Pay and benefits (excluding Health Insurance) will continue through November 12, 2025, if Dara Duffy signs a Non-Disclosure Agreement (NDA) as prepared by our District Attorney. Any accrued vacation will be paid to her, and she may continue Health Insurance under the Consolidated Omnibus Budget Reconciliation Act (COBRA), with her paying the COBRA premium.

Moved: John Green

2nd: George Orndorff

Approved: 5/2

Abstain: 0

- 6. Discussion and possible motion regarding the interim District Manager.
 - Motion effective immediately, Patricia Carlstad is hired as the interim Green Valley Water District's District Manager. Pay will be at the same annual amount as paid to Dara Duffy, but prorated to actual hours worked. No benefits are available. She will remain in this position until a permanent District Manager is hired, most likely within three (3) months.

Moved: John Green

2nd: George Orndorff

• Motion to revise the first sentence to: effective immediately, Patricia Carlstad is hired as the interim Green Valley Water District's District Manager, who will work in harmony with the Field Operations Supervisor until a permanent District Manager is hired.

Moved: Lee Lemas

2nd: John Green

Approved: 6/0

Abstain: Chair

Mike Brady joined the Board of Directors meeting at 11:43 AM.

• Motion to approve the amended motion: effective immediately, Patricia Carlstad is hired as the interim Green Valley Water District's District Manager, who will work in harmony with the Field Operations Supervisor until a permanent District Manager is hired. Pay will be at the same annual amount as paid to Dara Duffy, but prorated to actual hours worked. No benefits are available. She will remain in this position until a permanent District Manager is hired, most likely within three (3) months.

Motion: John Green

2nd: Lee Lemas

Approved: 6/0

Abstain: Chair

Robert Garcia departed the Board of Directors meeting at 12:00 PM, Dara Duffy departed at 12:07 PM, and Mike Brady departed at 12:14 PM.

- 7. Discussion and possible motion regarding the search for a permanent District Manager.
 - Motion effective immediately, the Personnel Committee will search for a new District Manager. The
 committee is authorized to use the services of Effortless HR an employment search firm we used in
 earlier District Manager searches.

Moved: John Green

2nd: George Orndorff

 Motion to retract the original motion to be replaced with effective immediately, the Personnel Committee will search for a new District Manager. The committee is authorized to hire the services of a human resources (HR) employment search firm, to be approved by the Board of Directors.

Moved: John Green 2nd: Lee Lemas Approved: 5/1 Abstain: Chair

- 8. Discussion and possible motion regarding a CPA firm for FY 2024-25 Financial Audit.
 - Motion effective immediately, BeachFleischman is appointed as the Green Valley Water District's auditors for the FY 2024-25 audit, according to their audit proposal dated September 23, 2025.
 Moved: John Green 2nd: Ed Storey Approved: 6/0 Abstain: Chair
- 9. Announcements Clerk of the Board, Luis Rodriguez
 - A. The next Advisory Committee meetings are scheduled for Monday, October 20, 2025. The Technical Advisory Committee meeting begins at 8:00 AM, immediately followed by the Financial Advisory Committee.
 - B. The next Board of Directors meeting is scheduled for Wednesday, October 22, 2025, at 9:00 AM.
- 10. Adjournment
 - Motion to adjourn the meeting.

Move: Lee Lemas 2nd: Randy Howard Approved: 6/0 Abstain: Chair

The meeting adjourned at 12:24 PM