

**Minutes, Green Valley Water District  
December 8, 2016**

1. Call to Order at 9:30 AM by Chairman R. Hedden
2. Swearing in of new Board members: Clerk

The election certification for the new Board members was received for the following candidates: Patricia Carlstad, Michael Cochran, Robert Hedden and Lenard Murphy. The Clerk of the Board administered the Loyalty oath and welcomed all to the Board. Michael Cochran was sworn in later that day.

3. Roll Call: Clerk of Board

Board Present: Robert Hedden  
Patricia Carlstad  
Len Murphy  
Richard Newman  
Curt Wagner  
John Wilson

Board Absent: Michael Cochran

A quorum was announced

4. Election of Chairman and Vice Chairman: The Clerk of the Board reported that there was one candidate for Chairman, Robert Hedden and one candidate for Vice Chairman, John Wilson. No other Board member wished to be considered for office. Chairman Hedden called for approval by acclamation:

**Being no other candidates for the offices, I move that Robert Hedden and John Wilson be elected as 2017 Chairman and Vice Chairman respectively.**

**Move: C. Wagner      2<sup>nd</sup>: R. Newman      Approved: 5/0      Chair Abstains**

5. Approval of Committee Chairs: The following list of Board members willing to serve as committee chairs was presented.

Audit Committee- J. Wilson; Finance Committee- L. Murphy; Personnel Committee- R. Newman; Strategic Planning Committee- R. Hedden; Technical Committee- Curt Wagner (for 3 months).

A motion to approve was called for.

**I move to approve the GVWD Committee Chairs as presented above.**

**Move: J. Wilson      2<sup>nd</sup>: R. Newman      Approved: 5/0      Chair Abstains**

6. Approval of November 10, 2016 Board minutes\_v2

**I move to approve the, Board Minutes, V2 as presented**

**Move: J. Wilson      2<sup>nd</sup>: L. Murphy      Approved: 5/0      Chair Abstains**

7. Operation report: L. Hoffman

**Staff News & Training**

- The safety meeting was on Trenching and Excavation.
- Doug and the DM attended a DK Product Workshop earning 6 PDH.

**Bids: None**

**Construction:**

- ADOT and the District continue to work on two agreements. ADOT Upper management is working

on the 2 year warranty. Additionally, they are requesting that the District move the planned waterline south of Canoa Ranch Drive be moved to the middle of the area between I19 and the frontage Road. Pima Co Waste Water Dept would like to put their sewer line in this location. The District drafted a response to this request.

ADOT is giving the county a year in which to resolve whether they will install their sewer line before or in conjunction with the waterline. This will put the project back to the end of 2017. ADOT was remiss in not involving the county at the beginning of the project. The District recommends both lines be put in the same trench. The Board will not sign the contract until there is a resolution as to the installation of the sewer line.

- Generators for the booster stations are schedule to arrive on Wednesday Dec. 14 at 9:00 am

#### **Maintenance**

- Field Staff has completed 187 work orders and 33 Blue stakes.
- Jim and Kevin continue working gate valves, flush outs (39 complete) and fire hydrants valves (162 complete). There are 7 broken valves. Mike continues working on air vacs, 49 of 66 are completed. Doug continues to work on the second set of sample stations 6 out of 10 are completed.
- Replaced and/or swap out 85 meters.
- Repaired 10 service leaks.

#### **Miscellaneous News & Information**

- The cost of the generator for Well 1 will increase 10% after December 18, 2016.
- The generator cost for Well 2 will increase after January 18, 2017.
- The two booster station generators will be set next week. Then the gas company can determine where their gas lines can be located.

#### **Meetings with:**

- CWC to discuss an interconnection between our systems to provide emergency service.
- CPM regarding the PR Valves in our system. A report will be generated.
- Bob Allen, a new Tech Committee member, to tour the system.
- Dana Kepner regarding materials for valves.

#### **Review of financials:**

The financial statement for November was discussed in detail. See attached. Pumping is up year to date as are revenues. Operating Expenses in all areas are in line with the budget.

8. General Business: discussion and action on

#### **A. L. Hoffman, District Manager**

- **Review of the current capital budget:** L. Hoffman passed out the revised capital budget and reviewed changes which include: The status of each project as to when work is scheduled and completed. The unbudgeted expenses are now shown on the bottom of the page.
- **Review on the 5 year capital expenditure plan:** The only change on this document was an increase in the generator for well 2 due to the price increase.

#### **B. Finance Advisory Committee: L. Murphy**

- Update on water billings & major customers: L. Murphy noted the significant increase in water pumped from last November. This indicates the increased water use for overseeding by all golf courses.

#### **C. Technical Advisory Committee: C. Wagner**

- The Diesel generator for Well 1 has been in our 5 year projection and is currently in this year's Capital budget. The DM has gone through the process of competitive bidding and verified from Stantec that the District has the correct equipment and capacities. We are ready to proceed with the project. Due to a price increase on December 18, 2016. C. Wagner calls for a motion to move forward immediately.

**I move to approve the expenditure from the current budget for the Well 1 generator for \$100,000 at this time and the DM is authorized to sign the purchase order.**

**Move: C. Wagner                      2<sup>nd</sup>      R. Newman**

Discussion: C. Wagner advises that the generator has an automatic transfer switch. There is also a built in contingency with in the \$100,000. The District will be reviewing the capacity and time table that the generator can run with the tank we are purchasing.

**Approved: 5/0                      Chair abstains**

- Well 2: It was discovered that the VFD was not functioning due to age. The recommendation is to install new equipment which will allow a soft start and is adequate for how Well 2 is used. This solution has been reviewed by our engineers to assure we are using the best possible solution. This project is not in the current budget. This is a mandatory repair to continue our ability to provide backup water to the District in the case of an emergency.

**I move to authorize the unbudgeted \$10,000 expenditure to proceed with the rework at Well II.**

**Move: C. Wagner                      2<sup>nd</sup>      R. Newman                      Approve: 5/0**

- Update on ADOT & I-19 Rest area water service: Discussed in the Operation report. R. Hedden added the comment that the District has alerted ADOT that the final contract has to be approved by the Board of Directors.

#### **D. Funding : R. Newman**

R. Newman attended a meeting with Homeland Security in Tucson last month. The District Representative reviewed the proposal that R. Newman had submitted to the Tohono O'odham Indian Association. The representative advised that the Southern district looks at how a project would positively impact the region. She could not say whether the project would be funded, however the equipment is considered an allowable funding request under their Homeland Security guidelines. Another point R. Newman intends to include in the narrative, is our tie in with Community Water to provide emergency water to our respective franchise areas. Our two companies account for 70+percent of all Green Valley Residents plus the GV regional Hospital.

#### **E. Chairman Update:**

- R. Hedden handed out the list of committees and the current committee members. Most of the members are Board members. Suggestions on recruiting additional people willing to serve on the committees with an eye to being willing to step up as our existing Board members leave were discussed..

Some thoughts are to place notices on our web site with a form to fill out; include notices on the back of our bills; offer presentations to HOAs at their annual meetings; assign Board members solicit stakeholders like the hospital and GVC; and a small ad in the newspaper. We prefer committee members to live in our franchise area. R. Hedden will detail possibilities to tackle the problem and bring it to the January meeting. The public needs to know if we can't get enough volunteers we could revert back to the County. The District was formed to keep local control.

9. Call to the public: No response

10. Announcements:

- The next Finance and Technical Committee meetings will be Monday, January 9, 2017 in the GVWD Conference Room. Time to be announced later.

- The next Board meeting will be Thursday, January 12, 2017 at 9:30 AM in the GVWD Conference Room.
  - Approval of Committee members for year 2017 will take place at the beginning of the January 12 Board meeting. Please send your list of committee members to the Clerk by January 1, 2017
11. Adjournment:

**I move to adjourn the meeting**

**Move: J. Wilson**

**2<sup>nd</sup>: R. Newman**

**Approved: 5/0**

The meeting was adjourned at 11:35 AM

Minutes approved January 12, 2017

GREEN VALLEY DOMESTIC  
WATER IMPROVEMENT DISTRICT

By Karen Thornton  
Karen Thornton, Clerk of the Board

Robert Hedden  
Robert Hedden, Chairman