**Tuesday, April 18, 2023 at 6:00 pm**

**Minutes for the regular meeting of the Ponderosa Park Domestic Water Improvement District**

**Agenda**

**Call to order at 6:01 pm**

**Roll Call:** Derek Rice, PhD, present AJ Adamkiewicz, present Jackie Wheeler, present Forrest Waymack present & Robert (Bob) McBurnie present

**Approve minutes of PPDWID board meeting on 3-21-2023**: No Discussion or Corrections. Motion by D. Rice to accept the minutes, Second by J. Wheeler to accept the minutes.

**VOTE:** Derek Rice, PhD, yes AJ Adamkiewicz, yes Jackie Wheeler, yes Forrest Waymack yes & Robert (Bob) McBurnie yes. Passes unanimously.

**Update on well property:** R. McBurnie shared that transfer of title has been completed, full control of property, Yavapai County is still working on parcel assignment number may take some time and may follow up with a legal address. Resident complained that there are now, No Trespassing signs at the well site where he had been parking for years. R. McBurnie and F. Waymack found out that no vehicles can be parked near a well due to soil contamination and also safety to keep the meter box undamaged from cars parking on top of the meter box. F. Waymack got the meter box fixed earlier.

* **Water Credit for Smith’s account**: Recommended a 12-month fee waiver for the base rate of $50.00. Discussion: R. McBurnie suggested to waive the base rate for a 12-month period but still bill for consumption. Motion was made by D. Rice to allow this water credit for the land exchange of the well sites. Second by AJ Adamkiewicz to accept the motion.
  + **VOTE:** Derek Rice, PhD, yes AJ Adamkiewicz, yes Jackie Wheeler, yes Forrest Waymack yes & Robert (Bob) McBurnie yes. Passed unanimously. R. McBurnie will follow up with Natalie at MC&A on the board action.

**Monthly Operators Report:** Forrest and all board members

F. Waymack: Water levels are high. Utility Services (Suez) are looking to do the tank maintenance soon, planning to pull water down prior to the service on the tank. Will be working with Jim M. at Fann to schedule. R. McBurnie completed removing the old chlorine pellet equipment. Next week getting first estimate on Libby Loop casing/repair the well. Will be a major project. Fann was asked to add touch readers to 10 lids. Will see on the cost and move forward.

R. McBurnie: Will need to use the Yavapai County account to pay for the Libby repairs, it may be $20,000.00 and we are just starting to collect bids. The cost for Geronimo is unknown at this time, expect that it will be expensive. F. Waymack will update on cost next month. Add to the monthly mailing bills: customers are using the PPDWID valves to shut off water. They need to have their own valves to turn off. Other issue is water conservation plan is needed, Arizona Water Resources has approved our water plan, confirmation letter received. No positive test for bacteria in known history and chlorine levels are evened out due to use of liquid chlorine instead of pellets.

**Financial Report:** Jackie Wheeler and all board members

J. Wheeler: All account reviewed and all status quo.

R. McBurnie: Accounts look good, due to outreach from MC&A with outstanding accounts. Fann charges: $8,761.32 normal

**Budget Review:** all board members

Rate changes: R. McBurnie: Base rates to $54.00 per month. Every one agrees. Forrest: 50% of base rate for vacation rate is policy so it will need to be $27.00 per month.

Late Fee: Currently $5.00, consider $10.00. Would like late fee to be a deterrent. Customers must be calling MC&A to ask for a payment plan. AJ suggest doubling the late fee each month. No extra work for MC&A per R. McBurnie who had asked Natalie. J. Wheeler also agrees with doubling the late fee if it incurs no extra expense with MC&A. Progressive late fee is what the board agrees on. Shut off is 45 days, door hanger is 30 days. F. Waymack agrees and reminds that there is also a reconnection fee.

R. McBurnie: Budget process is posting 2 x in local paper and will be on website and local bulletin boards, then a meeting open to the public and approval by the board. Then the budget goes to the Yavapai County Board of Supervisors for approval for their June meeting. All rates change for July 2023.

Final agreement and vote are for:

10 days late is $15.00, 30 days late is $30.00 and a door hanger, 45 days late is shut off with balance of $45.00 charges from 2 pervious months. Reconnection fee is $50.00 plus all late fees, ($45.00) and water usage. A payment plan may be made with MC&A, customer must initiate this option and follow through with said plan, fees may be waived. If this abused: fees will not be waived.

Review of 2023-2024 budget line items: Board is in agreement of the proposed budget that included the rate hike of $54.00 for base rate. Contingency rate is raised to $24,000.00 which takes up the $4.00 rate increase.

Open call to the public for budget: no pubic input.

Close call to the public for budget: closed by board chair, R. McBurnie

**Tentative budget**: Motion by AJ Adamkiewicz to accept the tentative budget and rate increase:**10 days late is $15.00. 30 days late is $30.00 and a door hanger. 45 days late is shut off with balance of $45.00 charges from 2 pervious months. Reconnection fee is $50.00 plus all late fees, $45.00, for a total of $95.00 plus water usage charges. A payment plan may be made with MC&A, customer must initiate this option and follow through with said plan, & fees may be waived. If this abused: fees will not be waived.**  Second by D. Rice to accept the tentative budget and rate changes.

**VOTE:** Derek Rice, PhD, yes AJ Adamkiewicz, yes Jackie Wheeler, yes Forrest Waymack yes & Robert (Bob) McBurnie yes, passed unanimously.

Public budget meeting on May 16, 2023 @ 6:00 pm. No discussion, Motion by F. Waymack to make the public meeting on May 16, 2023 at 6:00 pm, Second by AJ Adamkiewicz.

**VOTE:** Derek Rice, PhD, yes AJ Adamkiewicz, yes Jackie Wheeler, yes Forrest Waymack yes & Robert (Bob) McBurnie yes, passed unanimously. R. McBurnie, **Forward the tentative approved budget to MA&C for publication (2x) prior to 5-16-2023**

**Next month’s agenda items.**

* Change policy that the board is making decision on customer accounts.

**Call to close the meeting @ 6:42.**

** 4-21-2023**

**Sharla J. Peterson,**

**PPWID board meeting recorder,**

**928-778-6423**