

Timberland Acres Domestic Water Improvement Domestic
PO Box 1531
Show Low, AZ 85901

Regular Quarterly Meeting of the Board

MINUTES

Saturday, January 25, 2020

Members present:

Steve Valentine, Chair
JS Ison, Secretary
Glenda Call, Treasurer
Roger Miller, Secretary of Affairs

1. **Call to Order** at 9:00 am
2. **Flag Salute** Led by Chair Steve Valentine
3. **Quorum** Confirmed by Chair Steve Valentine
4. **Approval of Minutes**
Steve Valentine presented the minutes for Dec. 13, 2019 for review and approval. Minutes were approved as submitted.
5. **Treasurer's Report**
The following reports were presented and discussed:
 - Profit & Loss Oct to Dec 2019
 - Profit & Loss Detail Oct to Dec 2019
 - Balance Sheet as of Oct 1, 2019
 - Balance Sheet as of Dec 31, 2019
 - Balance Sheet as of Jan 25, 2020Glenda Call advised all bills are paid and accounts reflect \$12,261.13 in checking, \$48,000.00 in savings, with billing just mailed out 10 days prior.
6. **Billing Coordinator Report**
Dorene Britt stated the bills just went out with a due date of February 5, 2020. There are no outstanding or delinquent accounts, nor are there any major issues at this time. There is one new tap up on Fawn Lane.
7. **Report from Remote Operator and Water Maintenance Engineer**
Blake Anderson presented and reviewed system projects for 2019 and goals set for 2020 as follows:
Recap of 2019
 - Sand blasted/coated interior of Tank #3
 - Completion of next phase of Bull Elk Run main line extension
 - Brushed and bailed Well #2 to mend turbidity issues
 - All sites cleaned, repaired, improved to meet ADEQ sanitary inspection requirements
 - Replaced Pulsa-Tron Chlorine pumps with Stenner Chlorine Pumps to achieve a stable and consistent disinfection residual
 - Changed outlet to Well #3 to pump into either Tank #3 or Tank #4
 - Received notice of reduced monitoring requirements for Synthetic Organic Chemicals (SOC) and Volatile Organic Chemicals (VOC). This was due to repeated samples showing zero contamination due to high quality of aquifer supplying Timberland AcresGoals for 2020
 - Complete Bull Elk Run main line extension
 - Installation of new Hydrotank
 - New slab and building at Well #2

Philip Call discussed a new slab and building for Well #2. He and Blake Anderson both agreed the building would provide (1) a work area better protected from inclement weather conditions especially in the winter season, (2) an area free from varmints and vermin, and, (3) more sanitary conditions which

would comply with ADEQ requirements. Philip added that Well #1 and Well #3 should also have a building for the same reasons. Costs were discussed with an approximate cost of \$2,500.00 to \$3,000.00 per building. Steve Valentine stated he has left over metal for the roof and would donate the materials for a building at Well #2. Philip will proceed with getting costs for a building at Well #2 and will begin replacing the concrete slab at Well #2.

Philip Call addressed several road safety concerns beginning with the lack of proper road safety equipment. To resolve this, he stated this winter TADWID purchased safety equipment to protect residents when there are large digs to include (2) barricades with flashing lights, a "Detour" sign and a "Road Closed" sign.

Philip also discussed the need for steel trench plates. These plates would also be used as a road safety measure to cover larger dig projects. He added a steel trench plate was rented this past winter at a cost of \$126.00 per week for two weeks to cover a large hole in Juniper Ridge. Both Philip and Steve Valentine have checked into local Ritchie Brother Auctions and priced steel plates at have been noted from \$.46 per pound with plates approximately weighing 2,200 lbs each. Back hoes will be utilized to move the plates.

The issue of some main shut valves located in the roads at multiple locations being pulled up by blade work was discussed. Blake Anderson will provide TADWID with specs for an "A" frame which will allow concrete to be poured around these valves to protect/prevent them from being pulled up during blade work.

Motion was made approve the purchase of steel trench plates from local auctions.

Motion by JS Ison

Second by Steve Valentine

Resolution: Motion approved to purchase two steel trench plates at auction prices

8. **Community Center Report**

Olivia Perez presented and reviewed the Timberland Acres Community Committee Report. She announced that Gerald Irvin has generously donated half of TACC's fiscal year's monthly electric bill. She added that an updated directory has been completed and available on in the kitchen area.

9. **Safety Equipment**

See discussion above under item #7.

10. **Metal Building at Well #2**

See discussion above under item #7

11. **Meeting Protocol**

The importance of adhering to meeting protocol was again discussed. Everyone was asked to raise their hands if they would like to make a comment, stand, announce who they are and where they live. It identifies the speaker to new board members as well as new residents. It also allows TADWID to comply with Navajo County requirements and provides transparency to all.

12. **Discuss Billing Coordinator Job**

Two applicants submitted a bid/resume packet for the open Billing Coordinator position; Dorene Britt and Bob Reed. Each candidate was asked to provide a brief overview of their work experience and technical skills. After each Board member provided comments on the job description as well as the qualifications of the applicants, it was the consensus of the Board that both candidates are fully qualified, actually overly qualified, and each applicant fully met the qualifications of the position. Steve Valentine directed the Board to final candidate selection by asking the Board to vote.

Results

Bob Reed Yeas: 2

Dorene Britt Yeas: 1

Steve Valentine announced Bob Reed as the new Billing Coordinator for TADWID, with term beginning February 1, 2020 ending February 28, 2021.

Steve thanked Dorene for her contribution to the community by serving as the Billing Coordinator for the past 5 years.

Transition of the position was discussed with Steve asking if Dorene would be available to train Bob. Dorene stated and Steve Valentine concurred she would be given a 30 day notice period which she will conduct training. Darryl Sleighter would also be available to provide training, if necessary. It was added that Dorene would be compensated for any additional training that extended past the 30 day training period.

13. **Call to Public**

A member brought up the issue of flushing the blow off valves which are located at the end of all the lines. Blake Anderson responded that a schedule will be set up this year for regular flushing.

14. **Adjournment**