

**PO Box 1531
Show Low, AZ 85901
Regular Meeting of The Board
Minutes – July 22, 2023
Timberland Acres Domestic Water Improvement Domestic**

Members present:

JS Ison, Chair
Christin Christopher, Treasurer
Raymond Brown, Secretary
Roger Miller, Secretary of Affairs

1. **Call to Order** 9:00 AM
2. **Flag Salute** Led by JS Ison
3. **Quorum** Confirmed by JS Ison
4. **Approval of Minutes for April, 22, 2023**

Raymond Brown Moved to approve – April 22, 2023 - minutes as presented and reviewed.
JS – Second the Motion, Motion Passed.
5. **Raymond Brown** : Talked about previous questions asked at our – (4/22/2023) – meeting.
 1. Community Member asked – Since there was an increase in our water billing, could each house hold receive an additional – (1,000 – Gallons of water) – Per pay period - ? It was stated in the Meeting each house hold would continue to receive – (5,000 – Gallons of water) – per pay period.
 2. A request was made, asking for our Propane bills for the last few years. I Raymond Brown followed up with Owens Propane, and asked for copies for the last few years of Timberland Acres Propane bills. After receiving them from Owens Propane, I dropped them off to the Community Member that had requested them.
 3. Billing – (ISF's – Check's) – it was reviewed in the Meeting today, continuing to have – (ISF's), one will have to come up with an alternate plan of payment – Example – (Money Order – Cashier's Check – Credit Card). It was also expressed that TADWID has incurred fee's due to these – (ISF's). A Community Member stated this was not true, and that the Home owner is charged from their bank for the – (ISF's - Check). I re-stated that TADWID Accounting

stated to me that we did show to have charges on our side, due to – (ISF's – Checks).

4. Old Payment Platform – Raymond Brown asked Christin – Do we still have the old payment Platform – Christin stated that She thought it was closed – I stated that – Stephanie stated that some Community Members continue to use the old Payment Platform. Christin stated that She will be looking into ensuring that the old Platform is closed, and all monies are moved into our current account.

6. **5. TADWID's WIFI - Raymond Brown:** The Board stated to the Community Members, that we will be closing out the – (WIFI – Account). This due to both the Water and Road Board no longer having a need or use for it.
7. **Raymond Brown :** Justification for annual fee for Second – P.O. Box at Lakeside.

The post office box in Lakeside is strictly for TADWID's water bills.

Stephanie Irwin handles billing for most of the DWIDs up here in our area.

Bills from all – 7 - to – 10 – DWIDS - cannot be co-mingled at the Post Office.

The fee is an annual fee. (Last P&L's should show how much was paid for the year).

The P.O. Box at Show Low is - TADWID's - official mailing address.

It is used by all government agencies; It is on all TADWID's licenses, It is on all recorded deeds, easements and other legal documents.

Paying for a second post office box is the most efficient manner to receive the water bills and manage them.

8. **Raymond Brown :** I talked on about – TADWID – Being out of compliance with – (ARS – 1012). This matter was over looked at our – 4/22/2023 – Water Board Meeting. This matter was brought to my attention through a Community Member informing me that this matter was missed during this period. After notifying the Community Members at the meeting, I moved to make a motion to vote on the Chair Position – Christin Second the motion. The Vote was that – JS Ison – will Continue as the Chair. I also notified the Community that some board positions will be up at the end of – 2023.
9. **Christin Christopher :** Reviewed - 4th Quarter and Annual Financial Report, along with Financial Review – (2022 – 2023).
10. **Christin Christopher :** Stated to the Community Members In the meeting, if they have any concerns or questions, and would like to speak with Her, She

is more than happy to sit down with them, hoping to answer any and all questions they may have regarding the Financials, or billing.

11. Christin Christopher : Talked about the – (2023 – Thru – 2024) – Budget being very close, but will show to be a finer and detail Budget in – (2024 – Thru – 2025).
12. Christin Christopher : Talked on and about having a – (Audit Budget Review) – completed by an outside Service. This is currently being looked into with the help of one of our Community Members. Updates, will continue to be given as the Board is updated on the matter. This Budget Review to also include it being completed with a Licensed Accountant, along with Cost.
13. Christin Christopher : Report given handed out shown below.

TADWID Net income was (31.1)K unfavorable to budget driven by (24.9) unfavorable billing income and (9.3) unfavorable variable expenses offset by 3.1 favorable fixed expenses.

Total Income	(24.9) unfavorable driven by (29.2) unfavorable billable income related to usage, (.6) unfavorable NSF/Returned checks and (.4) unfavorable customer refunds offset by 5.3 favorable AZ Dept of Revenue savings.
Total Fixed Expense	
Utilities	2 favorable driven by 1.3 favorable telephone expense and .8 favorable electrical expense offset by (.1) unfavorable gas / waste removal expenses.
Subscriptions	1.5 favorable driven by 2.0 favorable computer subscription expense offset by (.5) unfavorable website expense.
Office Supplies	0.8 favorable driven by less office supply purchases
Banking / Processing Fees	0.8 favorable driven by less banking processing fees 0.3 favorable driven by legal/election expense not utilized in 22/23 year.
Legal	
Accounting/Administrative	(1.9) unfavorable driven by (2.9) unfavorable accounting expense due to the addition of 3rd party billing coordinator offset by 1.1 postage savings.
Insurance	(0.4) unfavorable driven by Travelor insurance
Total Variable Expense	
Maintenance Expense	(8.5) unfavorable driven by (2.7) unfavorable material expense, (2.5) unfavorable meter reading due to additional read midyear, (2.1) unfavorable heavy equipment expense, and (1.2) unfavorable water system management expense.
Timing Difference / WIFA	(3.3) unfavorable driven by WIFA expense paid but not yet reimbursed. 2.5 favorable due to WIFA loan expense budgeted, but not yet due for payment.
WIFA Loan Expense	

**Timberland Acres Domestic Water Improvement District
Profit and Loss**

July 2022 - June 2023 (Unaudited)

	Total	Budget	Variance
Income			
Billing Receipts	206,814.02	236,000.00	-29,185.98
	\$	\$	-\$
Total Income	206,814.02	236,000.00	29,185.98
	\$	\$	-\$
Gross Profit	206,814.02	236,000.00	29,185.98
Expenses			

Bank Service Charges	397.52	975.00	-577.48
Bankcard Settlement	238.71	400.00	-161.29
Computer/Software Mass Emergency Notification Sys	323.98	2,400.00	-2,076.02
	1,385.87	1,350.00	35.87
	\$	\$	-\$
Total Computer/Software Environmental Agency Fees	1,709.85	3,750.00	2,040.15
	1,204.44	1,200.00	4.44
Equipment Rental			
Heavy Equipment	2,065.00	0.00	2,065.00
	\$	\$	\$
Total Equipment Rental	2,065.00	0.00	2,065.00
Insurance	2,667.00	2,300.00	367.00
Internet/Website	925.95	400.00	525.95
Licenses and Permits	86.44	0.00	86.44
Office Supplies	454.45	0.00	454.45
Printer Ink	50.86	1,350.00	-1,299.14
	\$	\$	-\$
Total Office Supplies	505.31	1,350.00	844.69
Postage and Delivery			
PO Box Fee	559.00	1,650.00	-1,091.00
	\$	\$	-\$
Total Postage and Delivery	559.00	1,650.00	1,091.00
Printing and Reproduction	109.95	0.00	109.95
Professional Fees			
Accounting / Administrator	10,150.00	7,200.00	2,950.00
Legal/Election	0.00	300.00	-300.00
	\$	\$	\$
Total Professional Fees	10,150.00	7,500.00	2,650.00
Repairs			
After Hour Call Out	300.00	0.00	300.00
Mainline Repair	700.00	0.00	700.00
New Tap/Connection	2,360.00	0.00	2,360.00
Road Repairs	701.34	0.00	701.34
Service Repairs Fawn Lane	1,572.50	0.00	1,572.50
Compliance Upgrade	3,642.50	0.00	3,642.50
	\$	\$	\$
Total Service Repairs	5,215.00	0.00	5,215.00
Water Tank Repairs	1,155.00	20,000.00	-18,845.00
Well #1 Repairs	14,811.06	16,500.00	-1,688.94
	\$	\$	-\$
Total Repairs	25,242.40	36,500.00	11,257.60
Supplies			
Materials	28,400.14	0.00	28,400.14
Tanks/System	3,855.52	3,000.00	855.52
	\$	\$	\$
Total Supplies	32,255.66	3,000.00	29,255.66
System Operations			
Testing	1,089.00	5,000.00	-3,911.00

	\$	\$	-\$
Total System Operations	1,089.00	5,000.00	3,911.00
Taxes			
AZ Dept of Revenue	12,701.35	18,000.00	-5,298.65
	\$	\$	-\$
Total Taxes	12,701.35	18,000.00	5,298.65
Telephone	954.42	2,300.00	-1,345.58
Utilities			
Electric	17,236.60	18,000.00	-763.40
Gas	938.43	900.00	38.43
Garbage Collection	610.96	600.00	10.96
	\$	\$	-\$
Total Utilities	18,785.99	19,500.00	714.01
Water System Management	66,676.00	65,500.00	1,176.00
Water Utility Billing			
Customer Refund	430.42	0.00	430.42
Meter Reading Returned	6,075.00	3,600.00	2,475.00
Check/Payment	556.20	0.00	556.20
	\$	\$	\$
Total Water Utility Billing	7,061.62	3,600.00	3,461.62
	\$	\$	\$
Total Expenses	185,385.61	172,925.00	12,460.61
	\$	\$	-\$
Net Operating Income	21,428.41	63,075.00	41,646.59
Other Income			
Interest Income	1.96	0.00	1.96
	\$	\$	\$
Total Other Income	1.96	0.00	1.96
Other Expenses			
Projects			
New Meter Install-Taps-Connects	467.50	0.00	467.50
Pipelines			
Bull Elk Run Pipeline	3,855.86	17,000.00	-13,144.14
	\$	\$	-\$
Total Pipelines	3,855.86	17,000.00	13,144.14
Wells			
Well #2 New Bldg	11,400.30	10,000.00	1,400.30
	\$	\$	\$
Total Wells	11,400.30	10,000.00	1,400.30
WIFA Storage Tanks Rehab	3,292.60	0.00	3,292.60
WIFA Loan Payment	0.00	2,540.00	-2,540.00
	\$	\$	-\$
Total Projects	19,016.26	29,540.00	10,523.74
	\$	\$	-\$
Total Other Expenses	19,016.26	29,540.00	10,523.74
	-\$	-\$	\$
Net Other Income	19,014.30	29,540.00	10,525.70
	\$	\$	-\$
Net Income	2,414.11	33,535.00	31,120.89

Timberland Acres Domestic Water Improvement District

Balance Sheet (NOT FINAL)

As of June 30, 2023

	Total
ASSETS	
Current Assets	
Bank Accounts	
Checking	33,713.80
Navajo County Fund #045-N6442	12,132.29
Savings (2153)	30,003.55
Total Bank Accounts	\$ 75,849.64
Total Current Assets	\$ 75,849.64
Fixed Assets	
Tank #1-1979	4,000.00
Tank #2-1982	8,000.00
Tank #3-1995	30,000.00
Tank #4-2004	40,000.00
Treatment Equipment	8,700.00
Well #1-1979	80,000.00
Well #2-1982	80,000.00
Well #3-2011	98,613.46
Total Fixed Assets	\$ 349,313.46
TOTAL ASSETS	\$ 425,163.10
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	0.00
Navajo County Loan	-39,873.48
Total Accounts Payable	-\$ 39,873.48
Other Current Liabilities	
Prepaid	0.00
Total Other Current Liabilities	\$ 0.00
Total Current Liabilities	-\$ 39,873.48
Total Liabilities	\$ 39,873.48
Equity	
Opening Bal Equity	383,338.60
Retained Earnings	79,283.87
Net Income	2,414.11

		\$
Total Equity	465,036.58	\$
TOTAL LIABILITIES AND EQUITY	425,163.10	\$

14. JS – asked Blake if – Bull Elk Run – has been completed – ? This would allow the Water Board to move forward in turning Bull Elk Run over to the road Board. The Road Board would then be able to move forward with Gravel or Paving the Road. Blake stated that He would follow up with Cameron Crandall.
15. Blake Anderson : Report
Members of the TADWID Board:
Please review the TADWID 2022-2023 FY report:
Total Water Produced: 12,793,617 Gallons
Site Inspections: 327
Leaks Repaired: 3
Buried Valves Located: 6
New Services/Accounts: 5
Meters Changed: 32
Valves Records Developed: 35 (roughly 50%)
- Well 2:
 - Upgrades to building, flush valve, and manifold complete
 - Well can now be run 100% via automation without introducing sand into lines for the first time in nearly a decade. This fiscal year it was TADWID's primary water producer.
 - Building was spray foamed and is much more efficient to heat
 - Bull Elk Main Line Extension:
 - Project started in FY 2016 - 2017 and was completed in October of 2022
 - Project included the installation of close to one mile of 6" main, 5 hydrants, and over 20 services.
 - Well 1 Pump Replacement:
 - Replacement was included in the 2022-2023 budget due to analysis of production decline indicating failure could be anticipated in next 12 months

- Completed \$3,000 under budget
- Pump and motor replaced according to schedule. All drop pipes are in good condition.
 - 6362 Fawn - Tie Over
- Customer reached out and was found to have water pressure to service below ADEQ minimum standards
- Completed the extension of high pressure line and abandonment of gravity service line to property to bring up to compliance standards. TADWID WIFA Tank Rehabilitation Project:
 - Project Completion to date:
 - Tanks sand blasted and coated much earlier than expected
 - Project is on track for budget
 - WIFA selected Ironside Engineering as the designer of the project after TADWID rejected the initial 3 bid submittals due to excessive cost proposals
 - Approximately \$100,000 in funding remaining
 - On-going:
 - Ironside Engineering –
 - Initial design meeting held as well as multiple site visits.
 - 60% design completion meeting anticipated in Mid – August
 - Submission for Approval of Construction permit from ADEQ late August/ Early September Please let me know if you have any further questions and as always it our pleasure to serve the community of Timberland Acres,

WATER CONSERVATION GRANT FUND APPLICANT GUIDANCE

1. Application Question 6: What is the estimated water savings in acre-ft per year and how did you calculate it?
2. Suggestion: Have your explanation and calculation in place before attending the Committee meeting. The Committee is tasked with reviewing and understanding your water loss calculation. Include copies of a recent water loss audit if you have completed one. If your grant request is for a portion of a larger program be prepared to explain what portion of the water savings can be attributed to the specific amount being requested. Be prepared to put these savings into context with the total water use in the activity area. Additionally, be prepared to discuss the fate of the saved water – will it remain in the stream or aquifer? Will it be consumed by another user? Etc. Anticipate questions about how the savings compare to industry-accepted values for similar activities.
3. 2. Application Question 7: What is the expected duration of the conservation activity? Suggestion: Look at this question with two possible answers. #1 - how long is the actual project/program going to take to finish – 1 year? 2 years? Etc. Keep in mind the ARPA grant expenditure completion date is Dec 31, 2026. Example: The project will be implemented by Nov 15, 2024. #2 – overall, how many years of water conservation are

you expecting from this project/program? Example: the meter lifetime is 15 years if calibrated annually. We expect to see water savings for at least 15 years because of this project.

4. 3. Application Question # 8: What is the water conservation activity you propose to fund with grant monies? Describe in detail. Suggestion: Be prepared to discuss current applicable ordinances or codes in place that strengthen the program/project decision. Provide City Ordinance, Policy, or Code, highlighting why the activity fits within current local regulations. Example: This project/program is part of City Ordinance, Water Conservation Municipal Landscape Turf Removal – S 14-19 adopted June 2021.
5. 4. Application Question # 14: What are the costs and benefits of your water conservation activity, including any environmental impacts? Suggestion: Costs – identify estimated costs for materials, installation, warranty, etc. This can also include staff time if you are matching with in-kind services. Benefits – identify the savings in water, environmental benefits, public and social benefits, and money savings over time.
6. 5. Application Question #15: How will you measure the effectiveness of the conservation activity? Suggestion: This is an important part of the Committee’s review process. You may want to complete a water loss audit or study showing what your current water loss is and then make your comparison with what you are expecting after project/program is completed. Consider referencing any already existing reporting requirements (such as annual reporting to ADWR) that can be used to demonstrate conservation benefits. Whatever tool you use to determine the effectiveness of the project/program, be prepared to discuss it if asked.
7. 6. Application Question #18: To what extent will your water conservation activity maximize or leverage multiple available funding sources, including federal funding? Suggestion: This question is referring to what “other” funds you have requested or investigated as a supplement to this funding.
8. 7. Application Question #20: What is the source and amount of the match (including in-kind match)? Suggestion: Add your match amount here and if you are using cash, in-kind or a combination of the two. Explain the in-kind with a breakdown of time spent. Example: \$25,000 match funds coming from the City general fund account. OR - \$25,000 match funds from in-kind – 15 salaries, part time @ 20 hours per month over a period of 8 months at approx. totaling \$9,600.00 The balance of \$15,400 cash from water fund.

16. Call to the Public :

1. Community Member asked about His water Pressure at His home - ? Blake Anderson talked on and about how the pressure works with height of where the tank is, in comparison to where the Community Members Home is. Home owner stated that His pressure seems to be very high. Blake stated that He will meet the Home owner and test their pressure.
2. Community Member stated that He has a couple of water Hydrants laying in His yard, and is wondering if he has a leak, or where do they get hooked up to - ? Blake will also be stopping by to talk with Community Member to see how He can help.
3. Community Member talked and suggested reversing the pump propeller blade. This in turn may help control water pressure in high pressure areas, as well as help with reducing electric bill's – and possibly receive monies back from the electric company.
4. Community Member complemented Christin Christopher, and Raymond Brown for their efforts with their follow up, and follow through on request for both information, and Conversation of any and all matters talked on and about.

17. **Adjourn**

The meeting was adjourned at 10:00 AM.

APPROVED