Timberland Acres Domestic Water Improvement District
PO Box 1531
Show Low, AZ 85901
Special Meeting Of The Board
Minutes

April 12th, 2024

Members present:

JS Ison	**Chair**
Raymond Brown	**Secretary**
Dan Crane	**Treasurer**

1. **Call to Order** — **9:00 AM**
2. **Flag Salute** — **Led by JS Ison**
3. **Quorum** — **Confirmed by JS Ison**
4. **Water Conservation Grant Fund** — **Blake Anderson**

Discussion — **Blake Anderson**

A. **Adoption of – TADWID - Procurement Policy**
B. **Discussion and possible action regarding Water Conservation Grant Fund**
C. **Discussion and possible action regarding approved – TADWID - projects – (2023 / 2024 – FY)**
D. **Discussion and possible action regarding upcoming review of – TADWID – WCGF solicitation proposal responses**

Grant Award: Water Conservation Grant Fund - ($ - 263,747) – (25 / 75 – Grant)

Grant Number - (WC4 – 185-2024)

Blake : Part 1 - Talked about – (3) – Projects – Meters – 12% Annually – Radio Reads – Infrastructure.

Part II : Scada System – This will allow us to see Tank Functions at all times – electrical - AMP Draws – Etc. With this system, we will be able to create trend lines – units placed at all well sites.

Part III : Valve Mapping – Valve Records – (Contractor – Ironside) – Requirements needed – (Signer of the Grant Agreement Needed).

Motion was made to adopt Signer for Grant Agreement by – (Raymond Brown)

Second was called out by – (Dan Crane)

All in agreement – (Yes)

Motion Passes – (Passed)

Motion was made to adopt the Arizona State Procurement Manual specific to TADWID – future projects – by – (Raymond Brown)

Second was called out by – (JS)

Motion passes – (Passed)

Board / Blake : Talked about having another Special Board meeting to talk about any and all current Bids. This to review any and all Bids that are taking place, as well as bids already being completed. This to also be ahead of any and all future planned projects that may take place with any and all future Contractors.

Blake : Talked about the Board setting a spending budget / funds for the year. Board to also work together to monitor Cash Flow / with projects needing to be completed. If projects are completed using Grant monies – funds will be pull from – TADWID – Account – Replace by – WIFA Grant Money – (10 to 15 – Days). Also reviewed – (Physical Year Projects) – Example – Well – 1 – Concrete replacement . Repair may be put off until – (2025) – other projects will be completed in it's place.

Blake : Request to have another – (Special Mgt) – May – 1st – or – 2nd. Special Meeting Agenda to be sent out.

1. Adoption of TADWID Procurement Policy

- Terms of funding include that the District adopt a written procurement policy. It is my recommendation that the board propose a resolution to adopt the **Arizona State Procurement Manual** specific to this project only (can adopt it for broader use if you wish but don't want to obligate TADWID unnecessarily). I have attached it to this email for your convenience.

2. Discussion and possible action regarding Water Conservation Grant Fund

1. Discussion of what is included in grant, how funding is reimbursed, anticipated timelines
2. Assignment of Board Responsibilities (who is going to be signer on contracts, who is responsible for disbursement of funds, who is going to be performing evaluations of solicitation proposals)
3. Establish cash expenditure threshold. (how much money can be spent out of TADWID coffers before requesting reimbursement)

3. Discussion and possible action regarding approved TADWID projects 2023/2024 FY

1. Need to discuss and approve existing projects for 2023/2024 FY and what if any should be pursued or delayed for upcoming FY

4. Discussion and possible action regarding upcoming review of TADWID WCGF solicitation proposal responses

1. Requests for Proposals will be put into the paper on 4/2/24. They should be on the TADWID website before then. Completed proposals are due by 4/30/2024. **Recommend that the board assign board member(s) to evaluate proposals Weds 5/1/2024 or Thurs 5/2/2024.** Notice of award should be provided to applicants on 5/3/2024. Contracts should be executed 5/17/2024

Adjourn
The meeting adjourned at - 9:47 - AM

APPROVED :