

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

**Regular Meeting of The Board**

Minutes

**January 27, 2024**

**Members present:**

JS Ison, Chair

Dan Crane, 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 October, 28<sup>th</sup> - 2023**

**Raymond Brown** - moved to approve – 1/28/2023 - minutes as presented and reviewed. **JS** – Second the Motion, - ( Motion Passed ). October, 28<sup>th</sup> 2023 – Minutes have been – Approved.

5. **Water Board / Navajo County Elections Results Reviewed – 2023.** The Community was informed that the Water Board did not have anyone challenge the Treasurer or Chair positions. We did show one individual who had received enough signatures to allow for the position to be filled. At this Board Meeting on – 01/28/2024 - JS Ison – Chair Position, along with Dan Crane - Treasurer Position – recited the Oath Of Office, and were sworn into their respective positions.
6. **Update on Nex Bill Pay – ( Cancellation – Of Nex Bill Pay – Checking Account ).** I Raymond Brown Notified the Community that I was finally able to get to the bottom of the Nex Bill Pay account, as well as where the monies have been going. As some of our Community Members continue to use this old Service, paying their water Bills, it did not appear that these Community members were paying their water bills. After researching this matter in detail, I was able to account for all the monies paid in. I also had the Bank print copies to compare the Bills to our current system double checking. All monies have been, and will continue to be deposited into our current Chase Account, until this account is closed. Again we have accounted for all monies that have been sent through – Nex Bill Pay. This was not

an easy process, and I did not do this alone. I did this with the help of one of our Community Members, and our Current Accountant. The next step to be taken in closing this matter, is to apply for the paper work needed, allowing the change of current names on the account, to a current name needed, this will allow the account to be closed. Update to be given at next water board meeting.

7. **Christin Christoher, Treasurer Reports Given** : Christin Christopher gave the Community Members a detailed report of all sheets listed below.

# Timberland Acres Dom

E

As of

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## ASSETS

### Current Assets

#### Bank Accounts

##### Checking

Navajo County Fund #045-N6442

##### Savings

Savings (2153)

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### **Total Bank Accounts**

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### **Total Current Assets**

### Fixed Assets

Tank #1-1979

Tank #2-1982

Tank #3-1995

Tank #4-2004

Treatment Equipment

Well #1-1979

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# Timberland Acres Dom

F

Octob

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## Income

Billing Receipts

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## Total Income

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## GROSS PROFIT

## Expenses

Computer/Software

Credit Card Processing Fees

Environmental Agency Fees

Internet/Website

Office Supplies

Postage and Delivery

PO Box Fee

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## Total Postage and Delivery

Professional Fees

Accounting

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**Total Professional Fees**

# Timberland Acres Dom

F  
July

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## Income

Billing Receipts

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## Total Income

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## GROSS PROFIT

## Expenses

Computer/Software

Credit Card Processing Fees

Environmental Agency Fees

Equipment Rental

Heavy Equipment

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## Total Equipment Rental

Internet/Website

Office Supplies

Printer Ink

Printer Paper

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**Total Other Supplies**

# Timberland Acres Dom

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As of

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## ASSETS

### Current Assets

#### Bank Accounts

##### Checking

Navajo County Fund #045-N6442

##### Savings

Savings (2153)

---

### **Total Bank Accounts**

---

### **Total Current Assets**

### Fixed Assets

Tank #1-1979

Tank #2-1982

Tank #3-1995

Tank #4-2004

Treatment Equipment

Well #1-1979

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I Raymond Brown asked Christin where we stand with our current Review -? – Christin stated that we have an accountant – ( Rob Jones ), who is currently evaluating all of our documents. He will review the documents, then give the Board His final quote. This quote estimated to be between – ( \$ - 1,200 – to - \$- 2,000 ). Water Board will be updated by our next Water Board Meeting.

**Dan Crane** spoke to the Community and Board, stating that we are not in compliance with this being a Review. Dan stated that it says - Audit – ( ARS's – VS – By Laws ). I Raymond Brown stated that it is my understanding, we are not required to have an Audit, and over the years have shown to have completed Reviews only in the past. I understand that since we are a non-profit DWID, and seen under the - ARS's – as such, we are not required to have an Audit.

**Community Member** : Stood and stated that over the past – 10-Yrs – This Board has show to have completed multiple Reviews. This being done with past Treasurer's – along with Community Members with Accounting backgrounds.

Board Member Dan Crane : Stated that He said that it says – Audit – and He is just looking for it to be right, if needed, change the – By-Laws – or – follow the – ARS's.

8. **Blake Anderson Reports** : I Raymond Brown started off by talking about our previous meeting regarding – ( Additional Water Gallons ). I stated that we are just coming up on a year since we replaced old water meters with new digital meters, along with the proper reading of all meters, and in turn proper billing to our Community Members. I stated that there is no promise to increase water gallons, or reduce water rates. Blake, and Accounting, along with the Water Board will continue to evaluate all areas needed throughout – 2024. Blake stated that a good evaluation would be from – June – to – June. We must also ensure we stay on track ensuring every household has good, Clean, Safe Water as needed, as well as making sure we continue to grow financially, allowing for unforeseen situations. Blake also reviewed that any – DWID – Should have at least – 200-Days of Operating Funds in the Bank. This is about – ( \$ - 150,000 ) – for a water District like ours. Blake gave examples of other – DWIDS – ( Heber-Overgaard ) - that had unforeseen matters come up, fortunately for them they showed to have the funds on hand.
9. **Community Member** : asked if the New Meters ordered, will continue to be the same, or will there be multiple types - ? Blake expressed that we should put an order in as we can, store enough, so that we have them on hand to stay current with the system currently in place.
10. **Community Member** : asked about the – WIFA Grant – and what were the stipulations - ? Blake stated that it is under Federally Funded guidelines, and Federal Procurement, and that we do not have to pay it back.

11. **Blake Reviewed the Ironside Quote** : Blake gave some details on and about the project, as well as feeling we should pay this up front, and could look for these funds to come back at the end of the – WIFA – Grant. Raymond Brown made a Motion – Requesting – ( \$-5,500 ) – for the Ironside engineering Project to be approved – JS – 2<sup>nd</sup> – Motion Passed – Approved.
12. **Blake talked about Electrical concerns at Well number – 2** – along with parts and Electrician needs - ? Blake Requested Monies to fix the concern. Dan Crane asked what would it take to have it fixed - ? - \$-2,000 - ? I Raymond Brown Motion to approve - \$-3,000 – JS – 2<sup>nd</sup> – Motion Passed - Approved.
13. **Blake Reviewed additional Projects** - to be completed throughout the year, gave some detail, along with requesting funds for these projects. I Raymond Brown had already added up the projects, ( \$-8,000 ). I Raymond Brown made a Motion for the – ( \$ - 8,000 ) – JS – 2<sup>nd</sup> – Motion Passed – Passed.
14. **I Raymond Brown** - Thanked Blake and His team for all they do and have done for this Community.
15. **Community Member** : asked about the Cost of a New Water Line Hook up – Blake gave detail on and about where our Community VS other Communities and our current Cost. Community Member felt that the Cost should be greater to help with funds within our DWID.
16. **Community Member** : stood up and informed the Water Board that they were in violation of the – ( Arizona Open Meeting Law ). This due to earlier in the Meeting, I Raymond Brown, Read the Oath Of Office for both the – ( Chair and Treasurer Positions ). Although this was planned to be completed later in the meeting, our Current Treasurer had not shown up, and I had been told She was not coming to the meeting. Christin Christopher did end up arriving late. During the request Motion to Approve the Ironside Quote of – ( \$-5,000 ) – Christin Christopher with no knowledge of Her no longer being Treasurer – 2<sup>nd</sup> – the Motion, as well as – JS – 2<sup>nd</sup> - the Motion. I took – JS – 2<sup>nd</sup> – due to knowing that Christin Christopher could not make the Motion. Community Member did not hear – JS – 2<sup>nd</sup> - the Motion.



01/27/2024

Members of the TADWID Board:

Please review the TADWID Q4 2023 r

### **Water Conservation Grant Fund Ap**

- o **Recommended for app**
- o Thank you to the TADWID representatives and beir
- o Review by general WIF/
- o \$263,000 Requested Fu

# **WORK ORDER**

January 17, 2024

**Timberland Acres DWID**

PO BOX 1583

Lakeside, AZ 85929

**RE: PROFESSIONAL ENGINEERING SERV**

## **SCOPE OF SERVICES:**

1. Prepare bid documents for the W1
  - a. Prepare Construction Specifications & Development.
  - b. Prepare Contract Documents Development.

## **EXCLUSIONS:**

1. Review and Permit Fee's or other
2. Construction schedule administration

## Flush Out Identified and Operational:

- Antelope Trail
- Wilderness Trail
- Wildhorse Cir
- Old Settler Trail
- Mogollon Trail (North)
- Buckhorn Road
- Spotted Pony Trail
- Thunderbird Drive

## Flush Out not able to be located or ne

- Total Maximum Estimated
  - 1 - \$1627 - Moccas
  - 4 - \$1543 - Fawn L
  - 5 - \$1627 - Jackrat
  - 3 - \$1627 - Pinion I
  - 3 - \$1621 - Old Ind
  - 3 - \$1643 - Cholla I
  - 3 - \$1627 - Juniper

<b>Entered</b>
1/23/24
<b>Custom</b>
6'

<b>Bill To</b>	<b>Ship To</b>
TIMBERLAND ACRES DOMESTIC WTR P.O. BOX 1531  SHOW LOW, AZ 85902	TIMBERLAND ACRI P.O. BOX 1531  SHOW LOW, AZ 85

<b>Instructions</b>
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<b>Ship To #</b>	<b>Via</b>

<b>Notes</b>
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<b>Line</b>	<b>Product and Description</b>
1	312006PVA

<b>Entered</b>
1/23/24
<b>Customs</b>
4*

<b>Bill To</b>	<b>Ship To</b>
TIMBERLAND ACRES DOMESTIC WTR P.O. BOX 1531  SHOW LOW, AZ 85902	TIMBERLAND AGR P.O. BOX 1531  SHOW LOW, AZ 85

<b>Instructions</b>
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<b>Ship To #</b>	<b>Via</b>

<b>Notes</b>
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<b>Line</b>	<b>Product and Description</b>
1	312004PVA

<b>Entered</b>
1/23/24
<b>Customs</b>
3*

<b>Bill To</b>	<b>Ship To</b>
TIMBERLAND ACRES DOMESTIC WTR P.O. BOX 1531  SHOW LOW, AZ 85902	TIMBERLAND ACR P.O. BOX 1531  SHOW LOW, AZ 85

<b>Instructions</b>
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<b>Ship To #</b>	<b>Via</b>

<b>Notes</b>
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<b>Line</b>	<b>Product and Description</b>
1	312003PVA

**Entered**

1/23/24

**Customs**

2'

<b>Bill To</b>	<b>Ship To</b>
TIMBERLAND ACRES DOMESTIC WTR P.O. BOX 1531  SHOW LOW, AZ 85902	TIMBERLAND ACR P.O. BOX 1531  SHOW LOW, AZ 85

**Instructions**

<b>Ship To #</b>	<b>Via</b>

**Notes**

<b>Line</b>	<b>Product and Description</b>
1	6250102650265

**17. Call to the Public :**

**'18. Adjourn :**

The Meeting was adjourned at - ( 10:04 – AM )

**APPORVED :**