

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

**Regular Meeting of The Board**

**Minutes**

**October 26, 2024**

**Members present:**

**JS Ison, Chair**

**Dan Crane, Treasurer**

**Raymond Brown, Secretary**

**Roger Miller, Secretary of Affairs**

- |                          |                           |
|--------------------------|---------------------------|
| '1 Call to Order         | JS Ison – Chair           |
| '2. Pledge of Allegiance | Public                    |
| '3. Quorum Confirmation  | JS Ison – Chair           |
| '4. Approval of Minutes  | Raymond Brown – Secretary |

I Raymond Brown Read the – July, 27<sup>th</sup> Meeting Minutes to the Community. I then asked for a Motion to Approve the Minutes – JS Ison also made the Motion to Approve – Dan Crane 2<sup>nd</sup> the Motion – Audience was asked if there were any questions or concerns - ? - NONE – Motion Passed.

'5. I Raymond Brown spoke on and about Stephanie Irwin's up and coming Contractors Contract. I expressed to the Community that Stephanie's current Contract was due to expire in - ( November – 2024 ). We will not have our next meeting until January – 2025. I notified the Board and Community that Stephanie would like to continue with another - ( 2-Yr – Contract ) - with the option after - ( 1-Yr ) - Her Contract to be evaluated for an increase of pay. It was expressed that this would show that Stephanie would have worked for the Community now for - ( 3-Yrs ) - with no increase to Her contract. I also expressed that throughout Her contract She has had additional items added to Her task list. Dan Crane asked – I would like to know what those additional items are - ? - I stated for one, most recent – some type of notification alert to the Community, informing Community Members that the water in their area will be shut off due to an emergency water leak – or new home owner hook up Etc. Note : This to again notify our Community Members, allowing them to be better prepared if their water were to be shut off for a period of time. I also spoke to additional steps taken with new system processes.

'6. Dan Crane spoke a little on His Financial Report, did not go into detail, then asked the Community if there were any questions on or about His report - ?. One Community Member did ask where certain numbers were on His report – Dan's response – those would show to be at the top of the page.

'7. Dan Crane brought up - ( Billing ) - showing that some Community Members Bills were incorrect - and for a number of our Community members. Examples : ( 3 – to – 4 ) – of our Community members were off by - ( 3 – to 5 – Cents ). Blake Anderson spoke up to express that Stephanie Irwin most recently updated to a new system, that may show to be the cause for the increase or loss of billing. Dan Crane will follow up with Stephanie to ensure proper billing and updating to correct the error's showing for those Customers.

'8. I Raymond Brown made a Motion to Approve Stephanie Irwin's Contract to continue for the next Two Years, with this contract to also be reviewed after 1yr for an increase – JS Ison 2<sup>nd</sup> the Motion, Audience was asked if there were any questions or concerns – NONE – Motion Passed.

'9. Dan Crane stated that He would like to have someone explain or give Him a written copy of what His job description is - ?. A Community Member spoke up and stated that – the By Laws & ARS's – tell you what you what your Job description is - ?.

'10. Dan Crane spoke to the Community Members expressing that He had put His E-Mail and Phone number out there for anyone who may have questions or concerns, they could contact Him.

'11. Community Member asked if we had enough money in the bank if a major problem were to occur - ? - Blake Anderson spoke, stating - ( YES ) - but if multiple system failures were to occur - ( NO ). Short answer – staying ahead with the proper planning and system updating, the Community should continue to grow revenues. This to also include - ( WIFA ) - Projects which will help protect and maintain the water system. Community would continue to function without concern or major failures if planned projects continued.

'12 Community Member asked Dan Crane where the information was on and about the interest bearing accounts - ? - Dan stated that He was not a signer on the account and was not able to do anything. Raymond Brown was the only one on the account that could do anything with opening an account. Community Member stated that He could have still gotten information on what the interest return rates would be along with the different types of interest bearing accounts, and time frames. Second Community Member spoke up and stated that they have an account that show to bring in - ( a return on X-dollars ) - It was explained that Navajo County along with another Board do not share the same type of income, allowing for a higher return on their money. This to be followed up by Dan Crane next Board Meeting.

'13. Dan Crane brought up Credit Cards – Dan asked Blake to talk about if there was a need for Him to have a Credit Card. Blake expressed that He had not used the Credit Card for at least - ( 9-Months ). Blake also expressed that it's nice to have for emergencies, but He does not really have to have it. Blake went on to explain he could just purchase the product needed, then bill us. Purchase or limit amounts with the card were also talked about. Nothing was changed with Blake, He can keep the Credit Card at this Time. Board to review if there is a need for Blake to hold a Business Credit Card.

'14. Dan Crane spoke on and about Him reaching out to Law Firm and Lawyer - ( Joseph Jarvis, Trip J LLC ). This showing Dan's interest in having a Lawyer work with the Board in updating our current By Laws. Dan expressed to the Community that He would like to have approval for money, allowing for time to be spent on a Lawyer, to review our current By Laws, and review where we could update and be in line with the ARS's. No Community Member spoke up. JS Ison expressed that there would be no real answer to the dollar figure that could just continue to grow, with no end in sight or end date. JS Ison also expressed that there was no need for an update to the current By Laws. No additional comments or movement was made with this subject matter.

'15. JS Ison stopped Dan Crane before continuing, and expressed that His Financial report needed to be approved - ? - Dan stated yes – Dan Crane made a Motion to Approve the Financial Report – JS Ison 2<sup>nd</sup> the Motion – Audience was asked if there were any questions or concerns - ? - NONE – Motion Passed.

'16. Community Member asked where they could get a copy of the By Laws – it was stated that they could obtain them on the Timberland Acres Web Site.

'17. Blake Anderson spoke on and about Well No. 2 – and the updating of the Electric Box being changed out and updated. This is to the tune of about - \$-3500 - Dollars.

'18. Blake Anderson spoke on and about the water being turned off due to an emergency water leak. Concern was that Community Members were not being notified. Blake also stated that Raymond Brown and Blake spoke on or about coming up with a way to communicate with the Community Members any time the water may show the need to be turned off. This being through - ( E-Mail – Text – Etc ). Update will be sent to all Community Members, on which system will be used in the case of having to shut the water off. This to be put in place as soon as possible, as well as reviewed in out next Board Meeting.

'19. Blake Anderson spoke about the cause of the recent water failure, and not having the job documented anywhere. Also doing the job right the 1<sup>st</sup> time. Leak may have been avoided had the job gone another – 10 to 15' – showing completion at the water meter. This review included not having proper

documentation, stamping with all fixes within our lines – Valves – Mains – Etc. Blake also spoke to the Ironside Mapping Project being completed.

'20. Blakes Report shown below.

**10/25/2024 Members of the TADWID Board: Please review the TADWID Q3 2024 report: Prior Two Months: Total Water Produced: 3.3 Million Gallons Water Sold: 3.0 Million Gallons Unsold Water: 8.91% Site Inspections: 19 TADWID General System Updates: • Chlorine Shipments: As previously reported, Dana Kempner is no longer supplying chlorine. MWM will be continuing to receive shipments of chlorine barrels to our storage yard from Hill Brothers. There should be a minimum of 10% cost savings for TADWID due to MWM's larger buying power. • Customer Call Outs: In the past quarter, our team has responded to multiple customer call outs. Many of these callouts turned out to be customer leaks or no actions required. ○ 884 Old Settler Trail - Responded to low pressure call from customer. Pulled out meter to check flow and pressure, both flow and pressure from angle stop valve were good. ○ 6283 Bull Elk Run - Customer stop and waste leaked by in off position. Staff shut off TADWID curb stop. Customer was asked to contact us again when they needed water back on. ○ 6309 Deer Run Road - Customer call out for leak. No action needed to be taken. Customer had resolved when we arrived. ○ 882 Navajo Trail - Customer called about a small leak in their meter box. Leak was found to be on their side of the meter. • Clean Up: Crew went back out to perform clean up after installing a new blow off valve. • Well 2: Electrical issues occurred in Q3. This is the 3rd time we have had control issues at this well in the past 2 years. Due to the age of the components, Willis is planning to install a new panel rather than replace parts per the board's approval. Panel is on order and will be installed in the next few weeks. 1 - Owner / 1.5 - Operator • Leak Repair - Wildcat Trail South: Customer called about a water leak on TADWID service line on 10/24. Emergency shut down of the main was required. Failure was a tie in from the new main on Wildcat Trail South (installed 2015-2017). It is unclear why, but a new poly service line was ran from the new main but was tied into the original PVC line with an angle stop valve 10' from the meter. To restore water to customers faster we swapped failed angle stop valve and dressed in 1" pvc to service line. We recommend that TADWID line be extended the remaining distance to the meter to complete the replacement and have all new line. Water Conservation Grant Fund Update: • 100% completed - System Survey and Mapping: ○ Ironside Engineering has completed the drone survey and mapping. The Mogollon Water Management staff successfully uncovered all remaining isolation valves in the system and finished field marking the entire distribution system prior to the flights. ○ Print and digital copies of the maps have been received and provided to the board. • Beginning Q4 - Meter Replacement: ○ We are awaiting our first shipment of 175 Kamstrup meters from Fortiline.**

Delivery is scheduled for Tuesday, the 29th. Majority of the meter boxes in Timberland Acres have been successfully cleaned out in preparation for meter replacements. • Anticipated Start Q1 2025 - Remote Monitoring Equipment ○ Final decision on vendor and equipment options has been postponed until the meter replacement is completed. TADWID WIFA Tank Rehabilitation Project: ○ Willis Well Drilling and Pump: • Willis is completing a project in Linden and will begin TADWID project afterwards. • Scope of work includes: ○ Construction of new building and pad over well 3. ○ Movement of boosters and electrical components over to the new building shared w/ well 3. ○ Installation of new hydro tank at well 3 site ○ Abandonment of existing hydro tank ○ Installation of new automation controls for booster, well 3, and tank levels Please let me know if you have any further questions and as always it our pleasure to serve the community of Timberland Acres,

**Blake Anderson Mogollon Water Management**

**Call to the Public : NONE – All Discussion’s took place throughout the meeting.**

**Meeting Adjourn : ( 10:00 – AM )**

**DRAFT :**