

Doney Park Water
“A Member-Owned Cooperative”
Regular Meeting Minutes
August 16, 2023

Directors Present: Ed Peacock
Dennis Peat
Eugene Sullivan
Selden Wasson

Also Present: Marc Twidwell – General Manager
Trish O’Reilly – Administrative Staff

Directors Absent: Brittany Lehman

The Board of Directors held a regular Board Meeting at the Doney Park Water office at 5290 E. Northgate Loop. President Peacock called the meeting to order at 9:04AM.

The first agenda item was **Roll Call of Directors / Affirmation of Quorum** – Director’s present affirmed a quorum.

Next on the agenda was **Call to the Public** – no additional attendees

Next the Board reviewed the **Consent Agenda – Approval of the July 2023 Board Meeting Minutes, 2023 Annual Board Meeting minutes, and July 2023 Financial Reports**

- All Directors present reviewed the Board Meeting Minutes for July 2023. One minor revision suggested. No further comments.
- All Directors present reviewed the Financial Reports for July 2023.
 - President Peacock asked about the payment for legal services and GM Twidwell explained that Coconino County demanded full payment towards fixing the culvert at Slayton Ranch Road. It was determined, through our lawyer’s involvement, that the County would pay for excavation while DPW would only pay for parts.
 - Re: Equipment expenses, GM Twidwell pointed out that they were high last month due to miscellaneous repairs and tires needed for backhoe, dump truck, and other service vehicles.
 - Re: Capital expenditures for the Wupatki Booster upgrade, GM Twidwell noted the parts budgeted for and ordered last year just arrived so now they are finally on site. President Peacock suggested looking at any flood erosion near the water line servicing Sunset Crater.
 - Re: Capital expenditures for the Gunman Road line replacement, GM Twidwell noted that work started last week with tying in to the 6” line and they will be extending it 500 feet at a time. ETA for completing work is September, providing that flooding and any other emergencies hold off.
- Vice President Peat made a motion to approve all items on the Consent Agenda, including July minutes as amended. Director Wasson seconded the motion, all were in favor, and the motion passed.

Next on the agenda was the **Current Events, Reports and Correspondence.**

- **Manager’s Report** – All Directors present reviewed the Manager’s Report, no comments. Items reviewed in the Managers Report included:
 - **Fund Diversification** – \$1 million, the amount approved at July meeting, has been transferred to Raymond James Financial and into their Enhanced Savings Program; all deposits will be focused on Arizona banks. The annual percentage yield is 5%. The remaining funds will be transferred to CDs at two different institutions by the end of the month.

- **Flood Mitigation** – Mainlines near Brandis Road have had cover soil scoured away by flood water and require new cover before freezing weather. The lines have been inspected for damage but none was found.
 - **Vacancies** – After listing the Operator position on multiple websites for over sixty days we did not receive a single applicant with the required ADEQ certifications. The Field technician position (which has no certification requirements) was advertised at the same time and received over ten applications. Two Field Technicians have been hired and are at work as of August 15th. One has wastewater experience, so he should be able to pass ADEQ testing and step up in to an Operator position fairly quickly.
 - **Legal Counsel** – Bill Sullivan, our legal counsel since 1979, is retiring at the end of September. Gm Twidwell has the names of a couple of potential lawyers to replace Sullivan.
- **Office Report** – All Directors present reviewed the Office Report, no comments.
 - **Operations Report** – All Directors present reviewed the Operations Report, no comments. Items reviewed in the Operations Report included:
 - **Preventive Maintenance Activity**
 - **Flushing of water mains** – Rigorous flushing of dead-end lines was done throughout the system (on going).
 - **UPS (uninterruptible power source) for SCADA** (supervisory control and data acquisition system, used for controlling, monitoring, and analyzing industrial devices and processes) – rotation and battery checking has begun in preparation for potential monsoon outages.
 - **Ongoing distribution operation activity**
 - **System flood area** – Isolation valve cans have been vacuumed out in preparation for potential monsoon flooding.
 - **Fire Hydrant** – A 12” extension was installed to raise the fire hydrant higher above ground. It is the one located on Rio Rancho, dubbed the “Timney hydrant.”
 - **Gunman Rd** – There have been two water main line breaks within one week apart. The north tie in for the water mainline upgrade has been done and the mainline upgrade will continue as weather permits.
 - **Wupatki Booster** – The altitude valve, which controls the water level by sensing pressure, malfunctioned and has been repaired. It is now back online.
 - **Walnut Creek Meadows Subdivision** – The last of the paperwork is now being completed for the subdivision. The final approval may be granted within the next few days. Homeowners in that subdivision will have to pay DPW ~\$300 directly for their PRV (pressure relief valve) because they were not included in the developer’s line extension fees.

Next on the agenda was **New Business/Action Items**:

- Directors discussed who would be signatories on the new ESA account at Raymond James Bank. President Peacock motioned to have two Board members as signatories, with Director Wasson as primary and Vice President Peat as secondary, along with GM Twidwell. Director Wasson seconded, all were in favor, and the motion passed.

- Directors reviewed the quote for a new pump for Cosnino well; the quote of \$63,024 includes a new pump, motor, seal, motor lead, and power cable, and is good for 90 days. The warranty starts on installation. President Peacock motioned to approve the purchase of the new pump for Cosnino. Director Sullivan seconded, all were in favor, and the motion passed.

The last agenda item is **Director Comments** –

- Vice President Peat suggested that the well replacement fund be increased from \$200,000 to 250,000. Everyone agreed and a motion was not needed.
- Vice President Peat suggested that packets always include page numbers and that they are in the same order as in the agenda. Also, he suggested that Board members confirm their attendance before each meeting. Everyone agreed. When the Board packet is sent out by email, the question will be asked in the email “will you attend, day/date/time?” and everyone is instructed to “reply all” with their answer.
- Vice President Peat engaged everyone in a discussion about future potential failures of the electrical grid and how to approach the possibility: 1) Do we want to prepare? 2) What to prepare for? 3) What is most likely? President Peacock suggested everyone review the curtailment schedule in the tariffs and also suggested DPW use Radio read meters to regulate usage according to tariffs for enforcement. GM Twidwell said that he will email the 2018 emergency operations procedures to the Board as well.

Director Wasson made a motion to adjourn at 11:34AM, Director Sullivan seconded the motion, all were in favor, and the motion was passed.

Secretary

Date