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BOARD: COREY GARRISON, Chairman
GEORGE DRAZEK, Secretary
CHRISTINE ANDERSON, Treasurer
RICK NELSON
MARK LALIBERTE
STAFF: ERICA BOYLE, Clerk
JEFF FRAZEY, Superintendent

NOTICE AND AGENDA OF MEETING OF THE TONGO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

Pursuant to A.R.S. §38-431.02, notice is hereby given that the Tonto Hills Domestic Water Improvement District will hold a public meeting at the following time and location:

Time: Saturday, November 23rd, 2024, 9:00AM
Location: Christ the Lord Lutheran Church
9205 E Cave Creek Road
Cave Creek, Arizona 85377

And Via Zoom

<https://us02web.zoom.us/j/86104457085?pwd=vsbnBZjLPKQqiQzr0zwt3woKyK42bt.1>

Meeting ID: 861 0445 7085
Passcode: 244949

The District Board may vote to go into Executive Session to discuss certain matters. **Persons with a disability may request a reasonable accommodation to attend by contacting the Board at the addresses shown in the letterhead or by calling Erica Boyle at (480) 595-0128. Requests should be made as early as possible to arrange the accommodation.**

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Introduction, Opening Comments, and Chairman's report**
 - Request for Agenda Items
4. **Call to the Public for Items not on the Agenda:** Members of the public may address the Board regarding items not on the agenda. The Board may not discuss items not listed on the agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.)
5. **Consent Agenda Items:** The Board may act on the items listed below by one motion and approve all consent agenda items by one vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
 - A. **Acceptance of meeting Agenda**
 - B. **Acceptance of Minutes of previous meeting(s)**
6. **Regular Agenda Items:** The Board will discuss, consider, and possibly act on these matters separately.
 - A. **Operations**
 - Operations update – Frazey
 - Bacteriological (coliform) sampling round
 - Maintenance Schedule
 - New applications
 - Infrastructure Improvement
 - Tank Replacement presentation update
 - Valve replacements
 - Conduct Board valve training – Frazey
 - Update leak detection company and water trucking company lists – Garrison



- APS power pole identification – Garrison
- Incidents

B. Financials

- Review monthly/YTD P&L and balance sheet – Garrison
- Review water use and graphs – Garrison
- Prepare YTD P&L to budget comparisons – Anderson
- Update on water bill delinquencies & late assessments – Drazek
- Discuss assessment of deposits – Board
- Prepare aged DWID assessment delinquency report – Anderson
- Discuss transfer of funds from checking to high yield savings – Board
- Vote on acceptance of proposal for payroll, billing, and accounting – Anderson
- Provide clerk check register/bank/investment stmts. Copy/signatories – Board
- Develop budget – Anderson
- Bill Assessments – Swan

C. Administration

- Deliver New Resident Packages – Frazey
- Review Mission S/W/O/T (Threats) – Board
- Conduct annual Operations audit – Ops Review Committee
- Discuss high use tier limits – Board
- Send high user letters & Conservation newsletter – Nelson
- Discussion of liability of assessing unimproved properties – Board
- Destroy records beyond retention period requirements – Drazek/Boyle
- Contact Maricopa County Clerk to appoint Mr. Laliberte and Mr. Drazek – Nelson

D. Water Quality

- Sampling results – Frazey

E. Board Action Calendar – December

- Check pressure gauges in PRVs Frazey
- Ensure significant activity log is up to date Frazey
- Disinfection By-Products sampling round (oversight) – HAA5 Frazey
- DWAR 32/33 Reports to ADEQ for Disinfection By-Products – Frazey Frazey
- Exercise valves and standpipes Frazey
- Transfer “unused” CAP allocation to RWCD using COS data (call COS) Frazey
- Send Freeze Notice Letter Drazek
- Renew Transaction Privilege Tax Exemption Anderson
- Make semi-annual payment to WIFA Anderson
- Approve budget Board
- Elect Board Officers Board

7. Announcements

- A. Future meeting dates
- B. Future Board agenda items

8. Executive Session: The board may vote to go into executive session regarding any of the agenda items or items listed below, pursuant to A.R.S. §38-431.03(A)(1), §38-431.03(A)(2), §38-431.03(A)(3) and §38-431.03(A)(4). Notice is hereby given to the Board of Supervisors and the general public that the Board may vote to go into Executive Session, which will not be open to the public, for the purpose of discussion of personnel matters, discussion or consideration of records exempt by law from public inspection, for obtaining legal advice from its attorney(s), or for discussion or consultation with its attorney(s) in order to consider its position and instruct its attorney(s) regarding pending or contemplated litigation.



- Board employee performance appraisal discussion

9. Adjournment

Dated this 20th day of November 2024.

TONTO HILLS DOMESTIC WATER IMPROVEMENT DISTRICT

Erica Boyle

Erica Boyle, District Clerk