

DRAFT
Granite Oaks Water Users Association
Board Meeting Minutes
August 25, 2004

Board Members

Gerry Garcia, President
Jeff Deming, Vice President – *Absent*
Bruce Bleeker - Treasurer
Ed Tumey - Secretary
Chuck Faust - Director
Ken Mino – Director
Dirk Stringham - Director

Contract Staff

Bob Busch
Lee Hixson
Allen Kaplan

Stakeholders

None Present

The meeting was called to order at 8:00 a.m. by President, Gerry Garcia.

Motion by Ed Tumey to approve the July board meeting minutes, seconded by Dirk Stringham; motion passed with Bruce Bleeker abstaining.

Action Item: The July Shareholder Annual Business Meeting Minutes will be approved at the September board meeting.

1. ENVIRONMENTAL BIOMASS SERVICES REPORT (EBS)

Report presented by Lee Hixson and made part of the August board meeting minutes.

Lee reported total water pumped during the month at 7.6 mg, with Deerfield Well usage at 2.8 mg, Glenshandra Well at 2.7 mg, and Post Oak Well at 2.1 mg.

EBS verified meter accuracy for lots 32 – 46 and reported that three meters should be replaced.

The Emergency Response Plan was updated with new phone and cell numbers.

Action Item: Change out the tank valve when work commences on the distribution pumps retrofit project. Lee will get the price and report at the September board meeting.

2. MISCELLANEOUS DEDUCTIONS, INC. (MDI)

Manager's Report and MDI Reports were presented by Bob Busch and made part of the August board meeting minutes.

Water Curtailment Tariff – The proposed curtailment tariff was reviewed by Doug Nelson. Bob Busch instructed Doug to file the tariff with the Arizona Corporation Commission. We will receive a response from the Commission when they act on the filing.

Action Item: Bob Busch will review the Water Curtailment Tariff to determine if signage is required at the well sites.

Resolution - Motion by Chuck Faust to adopt the Water Curtailment Tariff, seconded by Dirk Stringham; passed unanimously.

Distribution Pumps Retrofit – Bob Busch met with Grand Canyon Pump and Pump Tech to discuss the contract to replace the distribution pumps. A few changes were made and the contract was submitted to Doug Nelson for comment. Doug’s comments were incorporated into the final contract and returned to Pump Tech. The distribution pumps are expected to be installed by November 1 at the cost of \$67,596.

Security Vulnerability Assessment – ADEQ requires all systems large and small to conduct a Security Vulnerability Self-Assessment. Bob Busch and Lee Hixson completed the Self-Assessment and have taken several steps to improve security at the well sites (report on file at EBS office).

Generator Change-out – Bob Busch contacted AGM and requested a proposal to interchange the emergency generators as discussed at July’s board meeting. Bob estimates the cost will be around \$3,800.

Action Item: Lee Hixson will contact AGM to determine what’s included in the \$3,800.

Surplus Equipment Sale - Jeff Deming prepared an inventory list of potential surplus equipment and is looking for interested customers. Jim Williams Drilling has shown interest in some of our equipment (tanks).

Road Resurfacing – Bob Busch is collecting information to use in inspecting the street intersections to ensure that the county uncovers all the water valve covers.

Handheld Meter Readers - Bob Busch reported that the handheld meter reader is now working correctly with the CORE software. Lee Hixson discussed the need for two handhelds to ensure accuracy and efficiency.

Motion made by Bruce Bleeker to purchase a second handheld meter reader not to exceed \$2,200. Motion was seconded by Chuck Faust; motion passed unanimously.

Action Item: Bob Busch will purchase a new handheld meter reader.

MDI Reports - *Action Item: Bob Busch will modify the Check Register that breaks down the bills into subcategories showing a more detailed report.*

Action Item: Bob Busch will modify the Past Due List to show only “true” past due accounts.

3. OLD BUSINESS

Financial Document Review – Bruce Bleeker reviewed our current financial policies and procedures to determine if we have policies that reflect what we’re actually doing. He prepared a report of changes for Board consideration. Under Section II, Financial Matters; A) Financial Reports – no changes; B) Banking – see changes on report; C) Payment of Bills – see changes on report; D) Budgets – see changes on report; and E) Financial Audits – delete this section in its entirety. The Board made a few changes that will be incorporated into the final document.

Motion by Bruce Bleeker to adopt the financial policies and procedures as written and incorporate the changes as discussed, seconded by Ken Mino; passed unanimously.

Action Item: An ad hoc committee to review the entire GOWUA Policies and Procedures was formed. Committee members include Bob Busch, Ed Tumey, and Ken Mino.

Action Item: An ad hoc committee to review the MDI contract was formed. Committee members include Chuck Faust and Dirk Stringham.

4. NEW BUSINESS

Action Item: Ken Mino and Bruce Bleeker will look at customer demand for electronic water bill payments and research procedures to offer this type of service.

Motion by Chuck Faust to adjourn the August board meeting, seconded by Dirk Stringham; passed unanimously.

The meeting was adjourned at 10:00 a.m. Meeting minutes were recorded by Debbie Muse.



NEXT BOARD MEETING IS SCHEDULED FOR SEPTEMBER 22, 2004

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2004 Board Meeting Schedule

September 22

October 27

November 17*

December 15*

*** 3rd Wednesday due to the holidays**