

Granite Oaks Water Users Association  
**Board Meeting Minutes**  
Meeting of March 31, 2021

draft

THOSE PRESENT

BOARD MEMBERS

Contract Staff

Jim Bricker - President Ken Nelson, Vice President -absent John James, Treasurer Daryl Mathern, - Secretary Ron Weber – Board Member-absent
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Bob Busch, Manager, GOWUA Allen Kaplan – Accountant Cheryl Ibbotson – Ariz Utility Billing Solutions Derek Scott- A Quality Water Co.-Operator -Absent
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1. The meeting was convened at 9:00 am at 371 Garden Street, Prescott, by President Jim Bricker.

**2. Minutes of Meeting of February 24, 2021**

**Motion: Daryl Mathern moved to approve the minutes in draft2. John James seconded. Motion passed.**

**3. Reports:**

**3a. Financial Report**

Allen handed out a report for the period ending in February, 2021. He stated water sales of 32K are 5K more than a year ago. Expenses so far are 4K more than last year. He stated that a repair payment to A Quality Excavating of 1.3K was the first repair expense in the last 5 months. Year to date net income is 1K ahead of last year. The Balance Sheet shows an increase in cash of 2K from January. One meter deposit of \$265 was received.

Cheryl Ibbotson reported that no meter refunds have been issued for 2020 because the records received from MDI couldn't be used, and the information had to be rebuilt. They will issue refunds in March for last year and be current next November.

John James reported that he opened a 12 month certificate for \$111,715.07 at .3% interest. Funds can be withdrawn from the account. The balance in the Operating Account is \$6,318 and \$117,528 in the Corporate Account.

**3b. Operator's Report**

Derek Scott The Operator's reported that all wells are working properly. He reported that bees were removed from a meter box on Post Oak. He delivered five 7 day notices during the month. (No disconnects were made in the month.) He reported that ADWR sounded all three wells and he will report the levels to the Board. He stated that the Deerfield well is pumping at 305 gpm. He commented that the 2 additional sections of pipe were installed.

**3c. Wallace Report**

Cheryl Ibbotson reported that credit card payments are being processed. There is an interest in paying with credit cards. She reported that all but two customers on the

delinquent list have paid current or signed up with ACH. Those two are being contacted and given notice as required.

Bob Busch asked about customers who moved out and not paid. We typically have a few on the books. Cheryl indicated that several were written off a few months ago and none have occurred since.

Allen Kaplan asked about the depreciation calculations. Cheryl responded that the data has been given to Drury, and she had not gotten anything yet.

### **3d. Manager's Report**

Bob Busch reported that the usage report shows an unaccounted for water of over 10% for February. He reported that he has not received any billing from KP Ventures for the work done at post Oak. He noted that there will be a retirement of assets associated with the project which he will prepare when the invoice arrives.

Bob reported that he was contacted by the ACC indicating that the Purchased Power Adjustment Mechanism that was required to be filed as a compliance item with the approved rate case was filed under the wrong Docket number. Bob said he checked his copy of the filing and noted it was filed under the correct Docket. He refiled the PPAM again and received an acknowledgment from the ACC.

Bob handed out a new Calendar of Events for 2021. He said the meter reading dates on the calendar are subject to change. Bob stated he had a couple of topics he would like to add to the agenda.

**Item 1: The record filing situation at Post Oak.** Bob stated that considering the difficulty in getting the records taken care of, he had some options for the Board to consider:

Option 1: The Board Secretary could continue to do it.

Option 2: Hire a temp to take care of the filing.

Bob commented that this option involved some expense, but the complications of training, getting access and following up on the work, plus the difficulty in keeping the same person for a long period of time makes this option unattractive.

Option 3: Have the Manager maintain the records.

Bob commented that his job description didn't include keeping up the records, so some additional expense would be involved, plus he didn't really want to do it, so this option wasn't very viable.

Option 4: Maintain all records electronically and make them available on the Cloud.

Bob stated that he has nearly 20 years worth of files on his computer. He stated that he has several hundred mega bites of data and nearly 1000 files of records that could be put on the internet and all the Board Members could be given access. He stated that he saves all company documents except invoices on his computer. This option wouldn't cost anything, since he is filing all these documents electronically now.

There was some discussion about what would happen to paper documents, with the consensus that paper documents could be created from the electronic files. There was also some discussion about what to do with the paper files at Post Oak. The consensus was to leave them alone for now. At some time, consideration could be given to sort through those records and retain the ones required per the Company Records Retention policy and possibly scan and electronically those.

Daryl Mathern commented that the internet could be backed up on other drives. Bob Busch stated that all his electronic documents are filed on an external hard drive and he has two other external drives as backups.

Daryl Mathern commented that this sounded like a good approach. He said he could go through the paper records at Post Oak to see what could be destroyed and what should be retained.

**Motion: Daryl Mathern moved to place records on the internet with the computer backup that Bob Busch maintains. John James seconded. Motion passed.**

#### **Item 2: Annual Meeting**

Bob Busch commented that the Annual Meeting is normally held the last Saturday in July. Last year's meeting was cancelled. He asked if the Board was considering holding the meeting this year. There are some locations that may be opening up for such meeting. Wingspace has an adjoining room that is available on weekends, and there are other locations that might be available.

There was a discussion about whether to hold the Annual Meeting. Jim Bricker stated he thought one should be held if a suitable place can be found,, especially since last year's meeting was cancelled.

It was the consensus of the Board to attempt to hold an Annual Meeting this year.

*Action Item: Bob Busch will investigate possible locations and report to the Board.*

#### **4. Old Business**

##### **4a. Action Items –**

*Action Item: Daryl Mathern will contact Claire Hutt and bring a recommendation to the Board for action.*

Action taken above.

#### **5. New Business**

##### **5a. Discussion concerning possible addition of variable frequency drives to the wells.**

The Board discussed the proposal from Enviro Tech Solutions for the addition of VFD's to the wells.

Daryl Mathern commented that VFD's have a lot of advantages. Bob Busch stated that the APS rebate is \$50 per horsepower for VFD's, so the rebate on all three wells is almost \$6,000.

**Motion: Daryl Mathern moved to approve adding VFD's to all three wells per Enviro Tech's proposal (\$21,630). John James seconded. Motion passed.**

**5b. Additional Well**

Bob Busch commented that the Board has been considering additional storage for the system. He stated that he agreed this should be done at some point. He suggested that the Board first consider adding an additional well first. He said that an additional well would drastically increase system reliability. He said he talked with Darin Easthouse of Southwest Groundwater and determined that it is possible for a second well to be drilled on the Glenshandra property. Such a well could be connected to the system with relative ease vs a new property some distance away.

A discussion followed about the feasibility of adding a well on the Glenshandra land. It would normally be used as a backup and not operated together with Glenshandra. It was suggested that a civil engineer be engaged to determine the feasibility and that engineer could use Southwater Groundwater as a consultant.

*Action Item: Bob Busch will investigate the matter with engineering firms to determine feasibility of adding a well at Glenshandra.*

Meeting was adjourned at 11:00 am., followed by OneSolve training.

**Next meeting is scheduled for Wednesday, April 28, 2021 at a Wingspace, 371 Garden Street in Prescott.**

Minutes transcribed by Bob Busch

**Submitted By:**

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**Secretary**