

# User.Granite Oaks Water Users Association

## Board Meeting Minutes

January 26, 2005

### Board Members

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

### Contract Staff

Bob Busch  
Lee Hixson  
Allen Kaplan  
Debbie Muse

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

**Motion by Jeff Deming to approve the December Board meeting minutes with corrections under MDI Report/Other Activities to indicate the answer was no, and to include within the motion that the discussion pertain to credits. Also to correct meters tested to show 75 meters were tested and of those meters 95% have passed inspection. The motion was seconded by Ken Mino and passed unanimously.**

**1. FINANCIAL REPORT** - Auditor, Allen Kaplan reported the following:

- All year-end financial reports are made part of the January Board meeting minutes.
- The question was raised, why did we incur a \$2,212 expense for water testing in 2004?

*Action Item: Bob Busch will review the water testing expenses in 2004.*

- Allen reported that overall our expenses are up and revenue is down. This prompted the Board to consider looking at past water-usage trends back to 1994 and begin forecasting for the future.

*Action Item: Bruce Bleeker will review our water-usage trends and create a long-range projection for discussion at the February Board meeting.*

## **2. ENVIRONMENTAL BIOMASS SERVICES REPORT (EBS)**

The EBS Report was presented by Lee Hixson and made part of the January Board meeting minutes.

Lee reported total water pumped during the month was at 2.2 mg; with the Deerfield Well usage at 2.2 mg, the Glendhandra well at 0 mg, and the Post Oak Well at .04 mg.

- The Glenshandra well was off-line most of this month but is up a running and alternating as of January 25.
- EBS has continued to exercise mainline isolation valves.
- The hydro-pneumatic tank #2 was removed from the distribution building at Post Oak.

- Monday, January 24 Lee Hixson discovered that the drive unit for the pumps had an error. He believes a voltage situation occurred so the drive shut down to protect itself. To ensure this does not happen again we can hook into the alarm dialer and be notified. We may need to begin documenting the imbalance of power in the Granite Oaks area and address our concerns with APS.

*Action Item: Include an example of this drive unit error situation and bypass procedure in our Emergency Response Procedures.*

### **3. MISCELLANEOUS DEDUCTIONS, INC. (MDI)**

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

**Glenshandra Building** – Yavapai County requires that work begin within 80 days from the date of the permit, which would be the 18<sup>th</sup> of February.

**Franchise Renewal** – Yavapai County is sending a franchise renewal application package. A \$250 non refundable application fee is required with the application. At least one hearing is required by the Board of Supervisors prior to granting approval.

**Customer Bills** – Since invoice stock needs to be ordered soon, Bob Busch provided samples of invoices available through CORE software to determine the format that would be best for our water company.

**Motion by Bruce Bleeker to allow Chuck Faust and Bob Busch to review the different invoice samples and recommend a new invoice format, seconded by Ken Mino; motion passed unanimously.**

**Post Oak Update** – The Post Oak building is expected to be completed toward the end of February depending on weather conditions.

### **4. FIRE HYDRANT REPORT**

Jeff Deming met with Dirk Stringham and Duane Gann to research and prepared a proposal for installing additional water fire hydrants in 2005. This report is made part of the January Board meeting minutes and is a detailed summary for the twelve hydrants not installed in 2002. Seven of the remaining twelve hydrants are deemed high priority and should be completed as soon as feasible. The committee estimates cost per hydrant will be \$2,877.

*Action Item: The Board will revisit this report a couple months prior to the Annual Shareholders Meeting to determine if reserves are sufficient to proceed with installing the seven high priority hydrants this year.*

### **5. NEW BUSINESS**

**Revision of Policies** – Bruce Bleeker prepared a policy revision for issuing checks. This policy revision will be made part of the January Meeting minutes. In essence this revision provides MDI the authority to write checks for the services they provide in accordance with our contract with MDI.

**Motion by Chuck Faust to revise the Policy Manual to provide MDI the authority to write checks for the services they provide in accordance with our contract with MDI, seconded by Ken Mino; motion passed unanimously.**

**Legal Counsel** - Bruce Bleeker asked if anyone was aware of a historical document that gives legal counsel the authority to keep abreast of water-related issues on our behalf and report to the GOWUA Board?" After discussion, the Board determined that we have asked our legal counsel to keep us

informed in legislative activities that might impact our water company, however the Board has not given legal counsel carte blanche.

*Action Item: Gerry Garcia and Bob Busch will contact Legal Counsel to better define our relationship and create a policy on how legal counsel is used.*

**Motion by Jeff Deming to adjourn the January Board meeting, seconded by Chuck Faust; motion passed unanimously.**

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

**NEXT BOARD MEETING IS SCHEDULED FOR FEBRUARY 23, 2005.**



[www.gowaterusers.com](http://www.gowaterusers.com)  [www.wateruseitwisely.com](http://www.wateruseitwisely.com)

**2005 Board Meeting Schedule**

|                  |                                 |
|------------------|---------------------------------|
| <b>March</b>     | <b>23</b>                       |
| <b>April</b>     | <b>27</b>                       |
| <b>May</b>       | <b>25</b>                       |
| <b>June</b>      | <b>22</b>                       |
| <b>July</b>      | <b>27</b>                       |
| <b>August</b>    | <b>24</b>                       |
| <b>September</b> | <b>28</b>                       |
| <b>October</b>   | <b>26</b>                       |
| <b>November</b>  | <b>16 (3<sup>rd</sup> Wed.)</b> |
| <b>December</b>  | <b>TBD (if needed)</b>          |