

**MINUTES OF WORKING MEETING OF THE
CONCHO WASTEWATER IMPROVEMENT DISTRICT**

November 11, 2017

Call to Order was at 9:02am. Meeting was held at the CWID/ Livco Water Co office at #1 CR 5100.

Attending was Susan Maddock, Tracy Howard, and Bill Wilder. Jenni Wicks attended as Clerk and Manager. No public attended.

1. Approval of minutes for August 12, 2017: Maddock motioned to approve. Wilder seconded. All voted in favor to approve.
2. Discussion of financials with manager. Wicks stated that income and expenses are about as projected. One customer moved out so CWID has 29 active customers at the moment. Explained the projections to show where projected tax revenue is and projected expenses. Maddock asked why the \$16,000 check that she signed earlier in the month is not deducted from the tax revenue. Wicks explained it was written in November so it is showing in the projected withdrawals. Wicks had not sent out the current October projections so she handed out new copies.
3. Discussion of bi-annual financial review status. Wicks contacted the local CPA, Carol Smith, to get an estimate on doing the review. It took a month for her office to ask for documents and then never responded for another month. Wicks could not wait any longer so, she ordered the service through Don Ignace in Flagstaff. Carol Smith finally responded and said she had been busy with family matters in Texas.
4. Wicks discussed the status of the current repairs. The second pump is failing on the motel lift station. The motor seems to be working but the pump is not pumping. A call has been place to Carlson to look at it. Wicks has also placed the order to start on the refurbishment of Lift #5 by the Maddock house. After that project is done, the next one will be to clean out some of the mains in Units 5A and 5B. Howard asked if there will also be cameras and pictures taken. Wicks said she will get that as a separate cost and let the Board decide if it is worth it. Wicks cannot find any company in the area that can do the work so it will have to be hired from somewhere else. Howard asked if this would be a good project for a local committee that is trying to organize job training if CWID purchased the equipment. Wicks explained that the equipment is very expensive and as the municipalities have their own, there would not be enough other business to hire out to cover the costs. Plus the insurance is very expensive for this type of work.
5. Wicks discussed the status of the well replacement by SRP. She stated that the documents are tied up in the legal depart of SRP but Dan Bevier, the CGS power plant manager is working with us to help us get it. Wicks asked if she could sign it if she did not see any problems. She also suggested sending it to CWID's lawyer to check it over. The Board members agreed having a lawyer look it over would be a good thing. Then Wicks should send a copy to each Board member. If anyone sees a need that it should be discussed, then an emergency meeting will be called. Otherwise, Wicks can sign the document. Wilder asked if there have been any penalties form ADEQ yet. Wicks said they have not contacted CWID yet about the dry well tests but she is expecting them to contact her soon. As CWID/Livco Sewer has never had a testing violation, Wicks feels that CWID is not high on the priority list to find out why the well is dry.

Wilder asked if there was a scheduled maintenance plan for the lift stations. Wicks explained that in the past, repairs were made when things broke. Now that there are funds, refurbishments and upgrades are being made proactively. Once the refurbishments are completed, then a maintenance plan should be implemented.

6. Wicks told the board that Meixler, the owner of the abandoned Villa project is applying to ADEQ to get the final certification on the sewer and water lines that were installed years ago. Wicks has filled out the paperwork needed for CWID. Wilder asked if there is any cost to CWID and Wicks said no. She explained that once they have the approval from ADEQ and then CWID inspects and approves it, then the lines become the property of CWID. CWID will be responsible for the maintenance of the lines from that point.

7. Wicks told the Board that the engineering firm, Painted Desert Engineering (formally Tetra Tech) that CWID and Livco have used for years has proposed creating a system map of the CWID plant. They did a similar one for another company for that cost the customer about \$1500. The Livco field personnel would also have to put in some time to help with the details. Wilder said this would be a very good project because it would help to create maintenance plans for the future. He asked if there were funds to pay for it and Wicks said yes. All agreed that Wicks should get an estimate for CWID and if the cost is below \$2500 including the field tech's time, then to go ahead. If it will be much higher, then it can be brought up before the board at the next meeting.

Howard motioned to vote on the project. Maddock seconded. All voted in favor of the system map project with a maximum cost of \$2500.

8. Wicks discussed with the board that there was a parcel within the district that had an old septic system that the owner was thinking of connecting to some park models he was going to put on the lot. Wicks checked with the county and was told the owner would get a permit to use the septic system as long as it was working. Then she was misinformed by someone at the county office that if the septic failed, they would still be given a permit to build a new one. Wicks checked with CWID's lawyer about this and he said there was a Section 208.c that CWID could apply for that would give CWID control over the sanitation regulations in Concho. He estimated the cost to be around \$2,000- - \$3,000 dollars and about 6 months of time to get it approved. Then Wicks contacted the County again and spoke to the Director who said that if the septic failed and the sewer was available, then they would not be given another septic permit. Wicks then felt that the Section 208.c was not needed.

Maddock suggested that the 208.c should be researched just in case it would be a good thing to have in the future. Howard said she would research it and report back at the next meeting.

Maddock motioned to vote to table the discussion.. Howard seconded. All voted in favor of tabling the discussion until the next meeting.

9. Wicks was instructed by the board to start announcing the next board meeting on the customer invoices. Currently, Wicks posts the meetings on the web site.
10. The next meeting will be January 27, 2018 at 9:00am at the CWID/Livco office.
11. Maddock motioned to adjourn. Wilder seconded. All voted in favor of adjourning at 10:30AM

Dated this 16th day of November 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk