

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

August 29, 2015

Call to Order was at 9:15am Meeting was held at the Livco Water Co office.

Attending was Pat Murphy, Sheldon Barrett, and Tracy Howard. Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.
There will be a possible new hookup soon if the sale of the old laundromat closes. Manager is still working on the final draft of the permit and installation regulations.
2. Approval of Minutes of June 5, 2015 meeting.
Howard motioned for approval. Barrett seconded. All voted in favor of approval of minutes.
3. Manager explained the warrant account that the County wants to open for all revenues (taxes and monthly user fees) for District. County felt that all revenue needs to be handled through the warrant account at the County noting a ARS statute concerning revenues. The attorney for CWID advised that there is no statute mandating that all revenue needs to go through the County and the statute referred to by the County only applies to county and state departments, not special districts. The Board decided and ordered the Manager to allow tax revenues to be deposited into the county warrant account and to withdraw funds as needed. The monthly revenue and fees will continue to be deposited at the existing National Bank account. It was agreed that Pat Murphy and Sheldon Barrett will also have signature power on the warrant account.
Motioned by Murphy to open warrant account and keep the National Bank account.
Seconded by Barrett All voted in favor.
4. Manager reported on accounts receivables/payables. Noted an error on the report submitted at the June 5 meeting which had an addition error for the month of November and state that this was corrected on the current report.
Harvey motioned to accept the manager's report. Murphy seconded. All voted in favor.
5. Board discussed cancellation of election by County due to no person registering at the county to run for the open position on the board. Murphy made a suggestion for someone who may be interested in filling the Howard's vacancy and will contact them next week. If she is interested, he will notify the Manager who will contact her about the position and ask her to come to the next meeting.
6. Next meeting will be held on November 7, 2015 at the Livco Water Co office at 9:00am.
7. Murphy motioned for adjournment at 9:55 am. Barrett seconded. All voted in favor to adjourn.

Dated this 7th day of November, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

November 7, 2015

Call to Order was at 9:00am Meeting was held at the Livco Water Co office.

Attending was Pat Murphy, Sheldon Barrett, Susan Maddock and Jenni Wicks attended as Clerk and Manager. Tracy Howard did not attend.

1. Tracy Howard had verbally resigned from the board. Wicks will get a written resignation within the week. Susan Maddock was selected by the Board to take the Treasurer's position. Wicks explained that Maddock will be given the projection reports before the meetings so she can review them and ask questions on behalf of the Board at each meeting. She was given a summary by Murphy, Wicks, and Barrett concerning operation of the business in the past, the current loan situation, and future plans. Murdock requested a tour of the plant which Wicks will arrange. She requested periodical meetings with Wicks to go over the books.
A motion was made by Murphy to approve Maddock to the Board. Seconded by Barrett. Murphy/Barrett voted in favor.
2. Manager's Report.
 - a. Lift station #2 had a check valve failure and failing pipes and seals. Repairs were done to stop the leaks but now only one pump is operating.
 - b. Berm protecting sewer lagoon was damaged in recent storms. It will hold up to normal rain and snow. Plans will be to make repairs in the spring at an estimated cost of \$500. If non-sewage water overflows pond #1, the ADEQ testing costs will double so it is important to only have sludge water in the ponds. The subject of the repairs will come before the board before starting..
 - c. There is a new customer that purchased the old laundromat and will make it in to a feed store. Work is being done on the motel so it may be a possible new connection soon.
 - d. The owner of Farm on Concho Creek requested information about opening up an RV park near the old clubhouse. He was given the same specs as the previous RV requestor received.
3. Approval of Minutes of June 5, 2015 meeting.
Barrett motioned to approve the minutes of August 29 with the correction to remove the phrase "all systems are working fine" from the manager's report. He would also like a more detailed account on the status of the plant with charts or percentages for future reports. Murphy seconded the motion. All voted in favor to approve the minutes with corrections.
4. Manager announced that the tax revenue that came in for November was approximately \$3600 but not sure what fees that county will take out of that. The projection report does not reflect any tax revenue because there is no history to estimate with. Board discussed the estimates on the report for testing and legal costs. Wicks will review these again and adjust as necessary.
5. Manager discussed with the board that she plans to take ½ of the tax revenue that comes in and use this to pay back Livco. Hopefully this will pay back Livco by the December 31 deadline. Maddock asked who had the signature power on the checking accounts and was informed that the clerk, Barrett and Murphy could sign. The Board instructed the Clerk to have Mrs. Maddock's signature added to the National Bank and Warrant accounts.
6. Wicks applied for a grant from the County on November 3 to pay to upgrade Lift #2 with larger pumps to handle new expected growth in the town. There was a comment made by the Board of Supervisors during the presentation that Wicks will follow up on and report back to the CWID board. She asked that the board also contact the Board of Supervisors to stress that we need this grant for the benefit of Concho. She will email the county contact address for the board to send emails.
7. There was a discussion with the manager about plans on future repairs. The manager will get an estimate to get enough fixed on #2 Lift station to get the pump working. If CWID does not receive the grant, then she will also get an estimate to repair the control panels and upgrade/fix pipes.
8. Next meeting will be held on January 9, 2016 at the Livco Water Co office at 9:00am. The next meeting will have discussions and voting on a new management contract with Livco and the development of the maintenance plan.
9. Murphy motioned for adjournment at 10:45 am. Barrett seconded. All voted in favor to adjourn.

Dated this 10th day of November, 2015

CONCHO WASTEWATER IMPROVEMENT DISTRICT

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Jenni Wicks, Clerk

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

January 9, 2016

Call to Order was at 9:00am Meeting was held at the Livco Water Co office.

Attending was Pat Murphy, Sheldon Barrett, Susan Maddock and Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.
 - a. Lost one residential account. New account for feed store was opened in November. 30 total accounts.
2. Approval of Minutes of November 7, 2015 meeting.

Barrett motioned to approve the minutes. Murphy seconded. All voted in favor to approve the minutes.
3. Manager reported that Apache County included CWID's grant request as part of the top 3 to be submitted to NAACOG. This does not guarantee funds as CWID is third in priority. Manager will keep the Board apprised as the grant process proceeds.
4. Manager reported on the status of getting the second pump working in Lift Station #2. Due to the holidays it was difficult to get a contractor to look at the station. The Manager will get an estimate as soon as possible to do the minimum that needs to be done to get the second pump working. Manager asked for a threshold on the costs that she can order the work to start without waiting until another board meeting. Murphy motioned to allow Wicks to start the work if the estimate is under \$1500. Maddock seconded the motion. All voted in favor to get the estimate on the repairs and to start the work if the estimate is under \$1500.
5. Manager reported on the accounts payables/receivables and tax revenue situation followed by a discussion with Board. She explained some minor changes on the format of the projections report. Explained that CWID has not received the figures on the tax revenue that came in December yet so difficult to project income. The projection report shows the minimum amount due to Livco to pay for past due invoices and interest. Murphy asked that financials be sent to the Board members each month even if there is not a meeting scheduled for that month. Wicks said she would send the checkbook register for both accounts to the Board members showing funds deposited and bills paid. She will also send the projections.
6. Discussion of Board Members and Manager about the distribution of tax revenue funds and payments to Livco. Maddock started a discussion of the need to have 2 signatures on all checks instead of those above \$1000 for the protection of the Board members and the Manager. The Board discussed options of lowering the threshold to \$500 but eventually agreed to make it for all checks. Barrett suggested that the Board members should try to rotate their signatures whenever possible. Wicks will send an email out to the Board whenever there are checks to be signed. If at any time Wicks feels it is causing delays in paying bills, she can add the issue to a future agenda for more discussion. Maddock motioned to approve that all checks need a double signature, Barrett seconded and all voted in favor.

Murphy suggested that CWID only pay the minimum amount due on the past due invoices to Livco but Wicks stated that Livco needs the past due funds paid back as quickly as possible. Wicks suggested that as much as can be paid to Livco each month as long as a \$5,000 balance be kept in the Warrant account for emergencies. The Board agreed to this recommendation.

Wicks mentioned that the checking account at National Bank still needs to have Maddock's name added and may need to have a new signature card for the original signers. She will research this and contact the Board members as to which signatures are needed. She will also find out about getting individual online banking sign-on accounts for the Board members so they have access to see the activity on the account.

7. The Manager presented a report on the status of the plant with estimated costs of repairs based on the engineering report from March 2013 created by Tetra Tech. The Manager explained the format of the report. If/when there are significant changes to the status, a new report will be issued. Prioritizing the repairs will be discussed during the budget meetings in the spring. The maintenance supervisor for CWID, Matt Davis, will be brought into those meetings to help with the prioritization.
8. Next meeting will be held on March 12, 2016 at the Livco Water Co office at 9:00am.

9. Murphy adjourned the meeting at 10:10am.

Dated this 11th day of January, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT

A handwritten signature in black ink, appearing to read "Jenni Wicks", written in a cursive style.

Jenni Wicks, Clerk

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

March 19, 2016

Call to Order was at 9:10am Meeting was held at the Livco Water Co office.

Attending was Pat Murphy, Sheldon Barrett, Susan Maddock and Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.
 - a. Two checks were inadvertently sent out without the second signature – one to All Pro Pumping and one to Sc. Chenoweth as a refund on a closed acct. Manager has noted directly on checkbook to get second signature so this doesn't happen again.
 - b. The float on a smaller lift station failed. Management ordered and received the replacement parts and is in process of installing them. Repair will be under the \$1000 threshold for board approval. The rest of the plant status has not changed.
 - c. Manager looked up rules about adjourning a meeting. It must have a motion, second and approval to close a meeting.
 - d. 30 customers – no change.
2. Consent Item: Approval on minutes for Jan, 9, 2016 minutes
Approval on resolution for National bank to manage funds as public funds
Murphy motioned, Barrett seconded and all voted in favor.
3. Manager reported on the accounts payables/receivables and tax revenue situation followed by a discussion with Board. She explained some minor changes on the format of the projections report. She explained that the negative balance in the revenue for January was due to a double entry made by the County in December which was corrected in January. Manager did not plan to draw from the Warrant account in March. Maddock asked if anything was still owing to Livco Water Co and Wicks said that debt is paid off.
4. Manager reported on the status of the tax revenue. She said as of today CWID has received \$31,591 in taxes. With an estimate that 65% of the billed taxes will actually be collected this year, she projects another \$7000 in taxes to be collected by November.
5. Manager reported that CWID will not receive any funds from the CDBG grant from the County. She was advised that the grant amount was reduced and there will not be enough funds for CWID's project.
6. Discussion of the status of getting repairs completed at Lift Station #2 so that the second pump can become active. Wicks received a verbal estimate from Carlson Electric for \$2650 to repair the piping and seals which would include pumping and tax. If CWID wants to also replace the other piping and seals for the other pump while these repairs are being done, this would be another estimate of \$1800 for a total estimate of \$4,450. This does not include any repairs to the control panel. Wicks then reviewed the financial projections and said CWID could pay for this job now but CWID may run out of funds by July. A loan would be suggested to pay for this repair.

Barrett and Murphy said that Wicks should get a second quote for this job. Wicks will contact the only other company in the area that works on lift stations and get another estimate. This will take a couple of weeks. She will also try to get a written estimate with a breakdown to make sure that the Board is comparing similar estimates. Wicks mentioned that waiting for the other estimate will delay the repair and put more strain on the existing pump but the Board feels it is necessary to get the estimate especially because it will require getting a loan. Barrett mentioned that Carlson is on vacation this week so Wicks may not hear back from him for a couple of weeks.
7. Manager explained the availability of getting a loan from the County. The interest rate would be 65% of the daily federal prime rate. The loan would need to be paid off by the end of the District's fiscal year. Can either get a line of credit or a loan which would be deposited in to the Warrant account. The Treasurer's office suggested a loan would be best as the District would be earning interest on it while the funds are in the account.

As the loan would be taken in July so it could be paid off by June 30, 2017, there was no current vote on taking out a loan.

8. Manager discussed the resolution for the policies on having a Board member's signature as a second signature on all checks written by the management company (Livco Water) and that all board members will have their signatures on file at the banks for all checking and warrant accounts. Barrett asked for a note to bring to the bank or some other type of document so the bank knows what account they are signing for. Wicks would look into that or make sure a certain person at the bank knows what is going on. Murphy motioned for approval and Barrett seconded. All voted in favor.
9. The Manager let the Board know that Barrett's and Murphy's seats will be up for election in November. Barrett may not run for the seat another year but is still deciding. No decision has to be made until summer. Murphy asked if it is possible to set up that only one seat comes up for re-election each year and Wicks said that it cannot be changed.
10. Next meeting will be held on April 16, 2016 at the Livco Water Co office at 9:00am.
11. Murphy motioned to adjourn at 10:20am. Barrett seconded. All voted in favor to adjourn.

Dated this 24th day of March, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

April 16, 2016

Call to Order was at 9:13am Meeting was held at the Livco Water Co office.

Attending was Pat Murphy, Sheldon Barrett, Susan Maddock and Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.
 - a. Replacement of floats on lift station has been complete.
 - b. Tax revenue received to date is \$32,659. Projecting \$5,400 more by October.
 - c. 29 customers including 3 commercial accounts.
2. Approval on minutes for March 19, 2016 minutes
Murphy motioned, Barrett seconded and all voted in favor.
3. Manager reported on the accounts payables/receivables and tax revenue situation followed by a discussion with Board. Manager explained that there were no unexpected changes on the accounts payables or receivables since the last meeting. Manager gave out current budget vs actual report. There have been no items that are over budget at this time, only a few items that were not included in the original budget. Manager suggested presenting this report on a quarterly basis in the future. An up-to-date budget report will be presented at the next meeting when the Board will start working on the budget for next year.
4. Discussion of repairs for lift station #2.
Manager reported that Phil Stratton Electric pulled out of the bid process as they can only do electric work on this lift station, not the plumbing that is needed. The only other company that can do this work is Carlson Electric. Barrett felt that only repairs on the 1st pump should be done as he felt doing repairs on the second pump will cause a stress to the system to be down for two days. Barrett also suggested that the pump truck be on site for the entire job but Wicks didn't know if that would be possible or affordable. Wicks mentioned that CWID may have to purchase line plugs if Carlson does not have them but will look into that. The board decided that the Manager can order the work to be done if Carlson's new estimate is no more than \$200 than the last estimate.
Murphy motioned to start the work and keep it to one day. Barrett seconded. All voted in favor.
5. Manager discussed plant status sheet with Board.
Added to the report was the prioritization by Matt Davis, the maintenance supervisor, for all of the jobs. Prioritization was set by which jobs needed to be done within one month, six months, 1 year, 2 years or 3+ years. The jobs that should be completed within 1 year or less totaled to an estimated amount of \$45,000. Wicks stated that this amount should be considered within the next year's budget either by including it within the tax rate or by getting a 3-5 year loan. Wicks had previously asked WIFA about the cost for a 5 year loan. The interest rate as April 14, 2016 is .99%. A standard amortization chart shows that a \$45,000 loan for 5 years at 1% interest would be a \$770/month payment with a total interest cost of \$1100. This loan cost does not include any loan fees if there are any.
6. Manager discussed possibly changing the management of CWID to Saguaro CPA in Show Low. The cost for Saguaro to handle everything other than the operator duties (testing, reporting to ADEQ) would be \$600 per month. If Saguaro only did the financials, reporting to the County and State (other than ADEQ), the billing and the accounts receivables, the cost would be \$250 with Livco charging \$250 for the balance of the duties.

If Livco continues to handle everything for CWID, the cost will need to be raised from \$300 to \$450 per month as it has been determined that Livco spends more time on CWID than was originally estimated. Wicks stated that the owner of Livco would like to eventually have CWID and Livco separated but also does not want to put a burden on CWID while it is still getting on its feet. Saguaro would not be able to attend meetings on Saturdays and would need to charge more for any meetings occurring in the middle of the week making their cost even higher. When checks need to be signed, someone would have to go the Saguaro Show Low office to sign the checks or they would be mailed to one of the board members in Concho. It was discussed that maybe a closer accounting firm to Concho could handle the financials but no one knows of any firm at this time. Murphy may call the owner of Livco to discuss the situation. Murphy felt that keeping everything with Livco was the best way to go. Wicks mentioned that having only one person responsible for all of CWID can cause problems in the future and she will continue to look for a backup for her duties.

7. There was a general discussion of a lot that was sold by the Catholic Church that was supposedly split into 3 lots. The question was if the High Density fee cover this. Wicks explained that the High Density fee covered multiple properties on the same lot and not a subdivided lot. Wicks suggested that the Density Fee and a discussion of subdivided parcels be discussed more during the budget meeting in May.
8. There as was a general discussion about the seats up for election in November. Barrett and Murphy do not plan to run again. Murphy may continue on the board if no one runs. Barrett, for personal reasons, would like to resign if another person is found for his replacement.
9. The next meeting will be held on May 9, 2016 at the Livco Water Co office at 9:00am. The discussion and development of the budget for 2016/2017 will be started during this meeting.
10. Murphy motioned to adjourn at 10:35am. Barrett seconded. All voted in favor to adjourn.

Dated this 20th day of April, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

May 7, 2016

Call to Order was at 9:00am Meeting was held at the CWID/ Livco Water Co office.

Attending was Sheldon Barrett, Susan Maddock and Jenni Wicks attended as Clerk and Manager.

1. Manager's Report.
 - a. Carlson Electric will try to start work on Lift Station #2 by the end of next week (around May 13).
 - b. No changes in number of customers or plant status.
 - c. No funds were used from the Warrant checking account in March and April.
2. Approval on minutes for April 16, 2016 minutes
Barrett motioned for approval, Maddock seconded and all voted in favor.
3. Manager reported on the accounts payables/receivables. No changes to the last projections of payables or changes in receivables. Funds should last through October using the emergency funds on account if no unexpected repairs come up. If there is an emergency, then the Board can decide on getting a short term loan from the County until tax revenue comes in.
4. Murphy had advised Wicks at the last meeting that a lot purchased from the Catholic Church was divided. Wicks checked with the County to make sure that the three divided lots are still shown within the CWID district. The County had no record of the division but stated that if it is divided in the future, all three lots will still be in the district. Wicks said there is a state statute that covers this situation (a reallocation assessment) if a lot is split. If any parcel is divided in the future, it should be no problem to adjust the records.
5. The discussion of prioritization of repairs and maintenance was moved to be discussed at the same time as the budget discussions.
6. The discussion of using Saguaro CPA instead of Livco Water Co as a future management company will be tabled until the next working meeting. Barrett motioned, Maddock seconded. All voted in favor.
7. Pat Murphy joined the meeting by phone at 9:20.
8. Budget discussion: Wicks explained the budget spreadsheet showing what was budgeted in the 2015/2016 year and what is projected to be the actual income and expenses by the end of June. Approximately 65% of the tax revenue is expected to be received and, for the most part, no expense went over budget and only about \$300 of expenses that weren't budgeted came in. On the spreadsheet was a projection of expenses for next year with samples of different tax levels. Wicks stated that after studying the amount of time spend on CWID, Livco would only raise their management fee to \$400 per month instead of \$450 as stated in the last meeting.

Wicks projected about \$45,000 would be needed to cover the highest priority repairs for the next year and had projected a loan based on 1% interest for 5 years. Murphy wanted to know what the tax rate would need to be if CWID did not get a loan and tried to recoup it all from taxes using the same 65% of actual revenue to be collected. Wicks calculated that if the taxes were kept at the same rate (\$85 per parcel), there would be a \$30,000 shortfall.

Murphy said that he felt all of the prioritized repairs should be scheduled so that hopefully there would only be a few repairs a year from that time on. Barrett, Maddock and the manager agreed. The tax rate of \$80 per parcel and with an expectation of collecting 65% of all invoiced tax revenue would cover the cost of the projected and unexpected repairs. All three on the Board agreed with this rate and instructed Wicks to adjust the final budget to reflect a \$45,000 5 year loan for repairs, a \$3000 short term loan, and an emergency fund. The other projected expenses looked reasonable. The current user fees will not be changed.

Barrett motioned to publish the approved budget with a tax revenue of \$80/lot and loans mentioned as above. Maddock seconded. All three voted in favor.

9. The discussion of changes to the Rates and Fee schedule was suggested by Wicks to the Board to be tabled for a future meeting. More research needs to be done on properties that have multiple occupants or if construction such as condos is

ever developed. Because there are no plans for any multiple housing projects in the near future, a decision on these rates can take place next year.

Barrett motioned to table the discussion on rates and fees for a future meeting while instructing the manager to do more research as to how other districts handle multiple occupancy lots. Murphy seconded. All voted in favor of tabling the discussion.

10. The next meeting including the Public Hearing on the new budget will be held on June 16, 2016 at 6:00pm at the CWID/Livco Water Co office at 9:00am.
11. Murphy motioned to adjourn at 10:30am. Barrett seconded. All voted in favor to adjourn.

Dated this 9th day of May, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT

A handwritten signature in black ink, appearing to read 'Jenni Wicks', written in a cursive style.

Jenni Wicks, Clerk

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

June 21, 2016 at the Livco/CWID office

1. **Call to Order was at 6:00pm**
2. **Attending was Pat Murphy, Sheldon Barrett, and Susan Maddock. Jenni Wicks attended as Clerk and Manager. Rick Kautz was in attendance as the owner of Livco Water Co to discuss items on the agenda with the Board during the public meeting.**
There was no public attending so it was the hearing was put off for 20 minutes in case any public decided to attend.

REGULAR AGENDA FOR WORKING MEETING

1. **Manager's Report.**
 - a. One lift station needs a new pump. Waiting for Carlson Electric to look at the station. No other issues. Still have a total of 29 customers.
2. **Approval of Minutes of May 7, 2016 meeting.**
Murphy motioned for approval. Barrett seconded. All voted in favor of approval of minutes.
3. As all Board members agreed to continue with Livco for the management of CWID, there was no discussion. Maddock motioned in favor to continue using Livco Water Co as the management company for the next 12 months. Barrett seconded. All voted in favor. Kautz and Murphy signed the new contract with date changes and management fee change from \$300 per month to \$400 per month.
4. Discussion with Kautz about changing the access to the CWID parcel where the lagoons are located so that the parcel has direct highway access. Kautz explained that at present, there is no recorded easement through his parcel from the highway to the CWID parcel where the lagoons are located. He proposed that he will relocate the highway gate to the east edge of the CWID parcel so CWID will not need an easement. There is an easement for the Patterson Ranch to access the back of the parcel for maintenance of the drainage ditches around the lagoons. This will be relocated to run along 30' of the east edge of the CWID parcel. Kautz will fence off his adjoining land from the CWID land, move the fence, and record the Patterson easement for CWID at his expense. Barrett requested that a new map showing the easement change be given to CWID and Kautz agreed.
Murphy motioned to agree to let Kautz move the highway access gate to the CWID property, survey and record the new maintenance easement for Patterson on the east end of the CWID parcel, build a fence between his property and CWID property and provide a new map to CWID at his expense. Maddock seconded. All voted in favor.
5. At 6:20, no public had arrived to the meeting so it was decided to start the Hearing for the approval of the 2016/2017 Budget.

HEARING OF NEW 2016/2017 BUDGET & RATE CHANGES

The Board approved the new budget and rates as decided at the May 7, 2016 public meeting. There was no new discussion.

Barrett motioned to approve. Maddock seconded. All voted in favor.

The Board Working meet was continued.

REGULAR AGENDA FOR WORKING MEETING (cont)

6. Wicks explained to the Board that there was an Arizona Statute #48-952 that stated that the district tax will be assessed on real AND personal property. As the intent of the District was only to charge an equal tax on each parcel and not on any unattached personal property located on the real property, a resolution was presenting stating this decision. Barrett motioned in favor of signing the resolution to allow only real property to be assessed a tax. Maddock seconded. All voted in favor. Murphy signed the resolution with Wicks as the witness.
7. Wicks discussed accounts payables and receivables with the board.
 - a. The repairs on the lagoon was almost \$100 under budget.
 - b. CWID received \$39,000 in tax assessments this fiscal year which was about \$1,000 over expected income.
 - c. Funds will need to be transferred from the Warrant account to pay bills such as the ADEQ fee.
 - d. Have not received the invoice from Carlson yet on the Lift station #2 repair. This will be paid next month with a withdrawal from the Warrant account. It is expected to be \$1500 to \$2000 under the projected budget expense for this project.
8. Wicks discussed the status of the Lift Station #5 that has a pump that is either failing or is jammed. It is working but not efficiently. Barrett said that Carlson wants to pull the pump to see what the actual specs of the pump are and to see if the current pump can be fixed. Wicks asked the Board to approve a threshold for cost of repairs on this pump so it can be fixed promptly. She suggested \$1200. Barrett felt this would cover the costs. Murphy motioned to approve the \$1200 threshold for this repair. Barrett seconded. All voted in favor.
9. Wicks discussed with the Board that she will create a bid packet for the projected repairs for the next 12 months. She will work the CWID system operator to get the exact specs of the repairs needed and have Barrett check the packet. She will contact local contractors to see if they want to bid and will place a bid request ad in the White Mountain newspaper. The bids will be reviewed by the Board at the next board meeting.
10. The next meeting will be August 20, 2016 at 9:00am.
11. Murphy motioned for adjournment at 6:50pm. Maddock seconded. All voted in favor to adjourn.

Dated this 29th day of June, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk