

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

**April 25, 2017**

**Call to Order was at 4:40pm. Meeting was held at the CWID/ Livco Water Co office.**

**Attending was Susan Maddock and Bill Wilder. Tracy Howard did not attend. Jenni Wicks attended as Clerk and Manager.**

1. Approval on minutes for March 21, 2017: Only Maddock was at the March 21 meeting so as there was not a quorum, Wilder motioned to table the approval. Maddock seconded. All voted in favor to table the approval until the next meeting.
2. Selection of officers: Wicks stated that Howard offered to hold the Chairperson position in the last meeting as recorded in the March 21 minutes. Maddock motioned to vote on Howard as Chairperson, Wilder as Vice Chairperson and Maddock as Treasurer. Wilder seconded. All voted in favor for Howard as Chairperson, Wilder as Vice Chairperson and Maddock as Treasurer and that all Board members will be authorized to sign checks on the Operations and Warrant checking accounts. Wicks will continue as Clerk and fulfill tasks as the Secretary as there is no official Secretary on the Board.  
All Board members will be authorized to sign checks on the Operations and Warrant checking accounts. Wicks advised the Board that a new signature card will need to be filled out at National Bank of Arizona for the Operations checking account. She will notify them when to go to the bank in St. Johns to fill out the form.
3. Manager's Report: As this was Wilder's first meeting, Wicks explained the various reports to him and how to understand the information in them.
  - a. Wicks told the board that the manhole has been replaced and came in under budget at around \$5,500. The savings was because the contractor was able to complete the job much quicker than expected.
  - b. SRP has reported back on the complaint that their well is drying up the Point of Compliance well for the lagoons. Mr. Tysiac with SRP called and said that after their hydrologists did their study, SRP has agreed to drill the POC deeper at no expense to CWID.
  - c. The second pump on Lift # 2 needs to be replaced and Wicks is waiting for the estimate. Maddock asked if the lightning damaged it and Wicks said the problem had started before the lightning strike so we could not include this in the insurance claim.
  - d. There were two main line plugs in March in Units 5A and 5B. Davis was able to unplug one but the other needed equipment supplied by the City of St. Johns. Davis suggested to Wicks that a service should be hired to check out these lines and thoroughly clean them in case there is extra sludge or roots in the lines. Wicks is getting estimates so this project can be included on the next budget.
  - e. Wicks went over the updated Plant Status report with the Board. She stated that she is getting estimates on most of the projects that have a priority of one year or less so that they could be budgeted in for next fiscal year. Maddock asked why there was such a difference in costs for the pumps and Wicks stated it was because of the different sizes and the larger ones needed to be custom-made. Wilder asked how the priorities were set and Wicks replied that the Maintenance Supervisor, Matt Davis, set the priority by visual inspections and knowledge of the system. Wilder asked about Davis' experience and Wicks replied that Davis worked at the City of Payson's sanitation district for 20 years plus the 11 years he has worked here in Concho.
4. Discussion of Financial Status: Wicks went over the projections and checking account summaries with the Board. There is approximately \$40,000 in the emergency fund which may fund much of the needed repairs during the next fiscal years. The User Fees plus the unused portion of the insurance claim on Lift Station #2 have been able to cover the majority of operating costs since last November. Maddock stated that it would be best to use as much of the emergency fund as needed to avoid having to get a loan. If an emergency comes up, a line of credit can be obtained from the County to cover costs until a regular bank loan can be obtained. Wilder agreed. All of this will be taken in to account when the Board starts to work on the budget in May.
5. The next meeting will be May 13 at 9:00am at the CWID/Livco office.
6. Maddock motioned to adjourn. Wilder seconded. All voted in favor of adjourning at 5:25pm.

Dated this 26<sup>th</sup> day of April, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT

Jenni Wicks, Clerk

