

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

**September 9, 2016**

**Call to Order was at 4:35pm 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. Currently have 31 customers
2. Approval on minutes for June 21, 2016 minutes  
Barrett motioned for approval, Murphy seconded and all voted in favor.
3. Manager reported on the accounts payables/receivables. There was an unplanned pumping fee for All Pro Pumping when lift station #2 was hit by lightning during the last week of August. Also, the repairs on Lift Station #5, which are complete, was approximately \$1000 over budget. CWID received a partial invoice for the repair and will expect the final invoice within the next few weeks. Wicks could not send out the payment for the pumping until there was an approval by the board.
4. Wicks stated that there needs to be a procedure to handle payments on emergency repairs so that payments that are over the \$1000 threshold can be made without calling an emergency board meeting. She suggested that if there is such a payment needed, that she could get an email confirmation from at least 2 board members. Murphy said that it was important to hear about the emergencies right away and Wicks said she would text everyone as soon as possible after the emergency was discovered as she did with the lightning strike. Barrett and Maddock agreed.

Murphy made the motion: In case of an emergency, the Manager will contact the Board as soon as possible to advise of the problem. If there are immediate costs to take care of repairs and/or pumping and they are over the pre-approved threshold of \$1000, the Manager will get approval from at least 2 Board members in writing (emails) to approve the cost before the Manager submits the payment check for the second signature.

Barrett seconded the motion. All voted in favor.

5. Wicks explained the damage to Lift Station#2 by the lightning strike. One motor starter was burnt out and possible damage to the second one. Carlson Electric was called to look at the damage and get a preliminary assessment. All Pro Pumping had to be called out to pump out the station until at least one pump could be fixed to start pumping. After the coil was replaced in one starter, that pump was able to run on automatic. The second pump would run but not pump. The damage to the control panel was extensive. Maddock stated that she would feel more comfortable if the control panel was replaced and not just repaired because electrical damage can take a while to be discovered. Wicks, Murphy and Barrett agreed with this. Wicks has started the insurance claim process but needs estimates before finalizing the claim.  
Two different electrical companies have been contacted for estimates to replace the panel and to pull the second pump to find out what is wrong. These estimates should be available within two weeks. Until the pump is pulled, there is no way to know what the costs will be to repair that pump.
6. Wicks discussed the process of getting estimates for the pro-active repairs as stated in the June 21 meeting. After a discussion with the engineering firm, it was decided that it would be simpler to contact a variety of companies that the engineering firms recommended and get estimates. Going through a formal bid process may cause ADEQ to become involved with additional requirements over and above the regular repairs. All members of the board agreed that Wicks should continue with obtaining the estimates without the formal bid process.
7. Discussion of dedicated emails for all board members. Murphy stated that it was very important that all board members get a dedicated CWID email account. Wicks explained that to get a specific CWID email address would have to be done by creating and maintaining a domain. Though the cost is not great, she felt it was unnecessary to go through the process when it is just as simple for each board member to get a Gmail or Hotmail address and use it only for CWID business. Maddock suggested that everyone get a Gmail address for consistency. Murphy suggested a format of First Initial (dot) Last Name (dot) CWID@gmail.com . All board members said they would get their own addresses and advise the others when it is done.

8. Discussion of replacements for Board: Murphy stated that two people may be interested in taking places on the board – Nestor Montoya and Tracy Howard (Howard was attending this meeting). Montoya wanted to wait a few months but will come to future meetings to see how things are run. Howard said that she could rejoin the Board at any time. Howard explained her background of sanitation districts, paralegal, and real estate experience as Maddock had not met Howard previously.

Barrett said he plans to resign from the Board at the end of his term on 12/31/16. Howard said she would fill his position. Murphy said he would stay with the Board until Montoya or someone else was able to replace his own position. Wicks stated that it would be best that two positions on the Board did not change at the same time. Murphy agreed. Maddock was concerned that Barrett and Murphy would be leaving and that there would be a lack of experience on the Board. Wicks said that Barrett had told her he was willing to come back as a consultant when needed for technical issues and he may come back if there is an opening after he retires from his full-time job.

Murphy brought up the comment about increasing the Board to 5 persons instead of 3. Wicks said there would need to be an election on it plus there is a problem in that there is a very small pool of people to choose from to be on the Board. It may be difficult to keep 5 seats filled. Murphy agreed.

9. The next meeting to review the estimates of the repairs for Lift Station #2 will be held on September 23, 2016 at 4:30pm at the CWID/Livco Water Co office..
10. Murphy motioned to adjourn at 5:45pm. Barrett seconded. All voted in favor to adjourn.

Dated this 15th day of September, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

**September 23, 2016**

**Call to Order was at 4:42pm Meeting was held at the CWID/ Livco Water Co office.**

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

1. Approval on minutes for September 9, 2016 minutes  
Murphy motioned for approval, Barrett seconded and all voted in favor.
2. Manager submitted two estimates for repair of the controls and to inspect the pump from the lightning damaged Lift #2. The estimates were from Carlson Electric and Phil Stratton Electric. Carlson's price was \$17,581 and Stratton price was \$18,425. Wicks explained they are both companies that have been used by Livco Water Co and by her personally. Carlson Electric is also been able to work on any pumping/plumbing issues that may arise but she was not sure if Stratton could do this. Carlson has done most of the work in the past 10 years on the water and sewer plants. Wicks said she did not get dates when either company could start.

Wicks has started the insurance process but will not know the final decision from them until it is known what is wrong with the pump that is not working. CWID has enough funds to pay to have the pump pulled and inspected even if the insurance will not cover the cost and will push to get that done ASAP.

Murphy felt that Carlson has the experience and the plumbing capabilities. Maddock asked if CWID will have to pay first and then get reimbursed by the insurance company. Wicks said that in her experience, the vendors usually wait for payment until the insurance company pays. Barrett abstained from the discussions as he is an employee of Carlson Electric.

Murphy motioned to accept the estimate of Carlson Electric. Maddock seconded. All voted in favor of hiring Carlson Electric with Barrett abstaining. Wicks was instructed to complete all repairs that the insurance will cover without having to get another approval from the Board.

3. The next public meeting will be November 5 at 9:00am at the CWID/Livco Water Co office..
4. Maddock motioned to adjourn at 5:00pm. Barrett seconded. All voted in favor to adjourn.

Dated this 29th day of September, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

**November 5, 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.  
Pat Murphy was absent**

1. Approval on minutes for September 23, 2016 minutes  
Barrett motioned for approval, Maddock seconded and all voted in favor.
2. Manager reviewed financials with the Board. No large or unexpected expenses coming up. At this time, Wicks (the manager) had not been notified of the amount of taxes collected in October. Currently there are 31 active customers with 2 more possible new accounts that may connect within the next 6 months. She did not need to make a draw from the Warrant account in October.  
Maddock asked Wicks to explain the check paid to Livco in October. Wicks stated that \$400 was the management fee, \$15.35 was postage and \$25 was labor to install a controller on Lift #5. In November, there will be an invoice for labor for administrating the insurance claim for Lift #5.
3. Wicks discussed the status of the plant repairs fro the report created last April. Two had been completed (berm at lagoons and extra pump in Lift #5) and one job partially completed (corroded pipes in Lift #2). Concrete contractors will be viewing the manhole and Lift #2 next week to estimate the cost for repairs. Wicks also plans to get estimates for electrical repairs so that the Board can make a decision on contractors to hire at the January board meeting. At that time she should have more information on obtaining a loan with a possible preapproval. Wicks has been verbally advised that the insurance company will pay for the repairs on the electronics for Lift Station #2.  
Barrett asked about the pipes in Lift #2 that were not part of the repair last time. Wicks suggested that when work starts on the cement repairs, possibly Carlson Electric could do some of the other repairs that are needed at the same time.  
Barrett asked about moving the controls on some of the smaller lift stations and the need for fencing. Wicks stated that the new placement of the controls will be part of the electric repair estimates. The fencing has not been an issue with ADEQ yet so the priority for adding fencing is not as high as making some of the other repairs.  
Barrett stated that he noticed that the controls for Lift #1 seem to be leaning and this was not included on the repair list. Wicks will have the maintenance supervisor check it out.
4. Wicks said she had been approached by the group who is looking at incorporating Concho to ask if CWID and/or Livco would consider turning over the utilities to the town if there is an incorporation. Barrett and Maddock said that at this time they would not consider it. Maddock stated that there is not enough information available to ensure that the town would be able to manage the District properly. Barrett felt that there would be a loss of control in managing the District if it was part of the incorporated town. Wicks has not yet asked the owner of Livco Water about the issue.
5. Murphy had asked Wicks to pass on to the Board that due to an illness in the family, he will be out of town for at least 3 months and does not know when he will be able to return. As this will be the last meeting of 2016, it should not affect the operating of the District. Barrett will be leaving the Board as of the end of his term (December 31, 2016) and Tracy Howard will be taking his place as of January 1, 2017 so CWID will have a continuous quorum for the Board business. By the end of December, Murphy felt he would know if he can continue on the Board in 2017 and will communicate this to Wicks. If he cannot return, the Board members will find a replacement.  
Wicks will send a resignation form to Barrett to officially resign on 12/31/16. He has stated that he will continue to volunteer as a consultant on repairs and maintenance issues if the Board needs the help. He may consider rejoining the board after he retires in late 2017 if there is a position available.
6. The next public meeting will be January 17, 2017 at 4:30pm at the CWID/Livco Water Co office.
7. Barrett motioned to adjourn at 9:55am. Barrett seconded. All voted in favor to adjourn.

Dated this 8th day of November, 2016

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

**January 24, 2017**

**Call to Order was at 4:50pm. Meeting was held at the CWID/ Livco Water Co office.**

**Attending was Susan Maddock and Pat Murphy (by phone). Tracy Howard was absent due to illness. Jenni Wicks attended as Clerk and Manager. Bill Wilder and Matt Davis were attending for board discussions.**

1. Approval on minutes for November 5, 2016 minutes  
Murphy motioned to table the vote as he did not attend the Nov 5 meeting and Howard was not here to vote on it. Maddock seconded and all voted in favor to table the approval until the next meeting.
2. Oath of office for Ms. Howard was tabled until the next meeting when she could attend. Murphy motions, Maddock seconded, all voted in favor.
3. Discussion with Bill Wilder about possibly filling board opening: Murphy explained that he joined the Board at the inception of the District to help with the initial operation. Now that the Board is operating and he is happy with the status of the District, he would like to resign his position. The Board asked Bill Wilder about his background and if he was interested in filling the vacancy. Wilder said he moved to Concho a couple of months ago. He has 30 years' experience in the civil engineering field working for the state of California and other public agencies & utilities. He's worked as a highway inspector, soil engineer, and public works inspector. He has monitored and administered contracts and owned a business in concrete and pool construction.  
Murphy asked Maddock if she had met Mr. Wilder before this meeting, which she had, and if she was comfortable voting in Mr Wilder now. Maddock felt that as a courtesy to Howard, they should wait until she could meet Mr. Wilder and vote at that time. The vote to replace Murphy with Wilder on the board will be added to the next meeting agenda.
4. The selection and vote on officers will be tabled until the next meeting when Howard can attend. Murphy motioned, Maddock seconded, all voted in favor.
5. Discussion of the POC (Point of Compliance) well. Wicks advised the Board that the POC well has been running dry since late last summer. The maintenance supervisor, Matt Davis, that he tested the well weekly in December and the pump was not pulling any water. He explained that this has happened one other time in the past and the well came back. The well has been affected like this since Salt River Project increased their well pumping a few years ago on a well about 2 miles away. Salt River has been approached by this but their reply was that we had to prove they were drying up our well even though we knew it only happened when they were pumping. SRP is too large of a company to try to fight on this issue. Maddock asked if SRP would advise of us of their pumping schedule and Davis said they would not because that would be admitting they were affecting our well.  
Davis said that the quarterly reports to ADEQ will be sent with the note that the well was dry. ADEQ will eventually come back to CWID to state how they want CWID to proceed. This process could take a few quarters of "dry well" report or even a few years. ADEQ may want the well deepened or moved. As the well is not very deep or large, the expense for drilling should not be a project that will be above the current repair budget.
6. Discussion of status of the plant and scheduled repairs: the manager stated that the controls are installed on Lift #2. One pump is still not working and needs to be pulled with the fittings inspected. The controls on the Old Concho (#1) lift station is in the process of being straightened out. The gravel underneath the stand has eroded away and Davis has been hauling gravel there to fill it up. The job should be done shortly.
7. Wicks reported that the two bids for the manholes were \$20,180 (Rawlings) and \$23,000 (Metal Mayhem) from two different contractors. There are no many local contractors that can do the work. Rawlings does the work for the City of Show Low and he suggested a polymer concrete manhole with a 50 year warranty. Metal Mayhem would use a cement manhole with a coating sprayed inside. Rawlings said that the coatings have not been lasting more than 5-10 years which is why the polymer manhole is better. Metal Mayhem is just starting up in this type of business and does not seem to have a lot of experience replacing manholes. Rawlings stated there could be some savings if we order a manhole at the same time that Show Low orders theirs so we could save on shipping costs. Both companies were working on some details to see if they could lower the installation costs.

Murphy asked how much of a priority this repair is and Davis said that this was the #1 priority on the original engineering report when the District was created. Wicks said that the District has enough funds to pay for the manhole repair or CWID could get a 2-3 loan to pay for it. The decision on the funding for the manhole could wait until the next board meeting. Murphy asked how much of the installation was labor costs in case the manhole had to be replaced under

warranty. Wicks said she didn't know. Murphy stated it probably wasn't that important at this point. There was no discussion on the lift station repairs as per the agenda.

8. Wicks told the board that she is still waiting for estimates on the electrical work that needs to be done on some of the lift stations. She requested from the Board if Carlson & Sons could be designated as a Preferred Vendor so that she did not have to search for estimates from different companies as there is a very limited amount of local companies that do lift state work. Wicks has worked with Carlson and Sons for 17 years. They have always treated the water company and sewer company fairly and when multiple estimates were received, theirs were always equal or less than other estimates. Wicks also stated Carlson has come under the estimate and passed on the savings. Having a Preferred Vendor will also save time getting estimates for repairs. Murphy and Maddock agreed that Carlson could be a Preferred Vendor if there is a cap on the expected cost to make the repair. Murphy suggested \$10,000 cap but Wicks requested a \$15,000 cap as that would cover most pumps and control equipment. This cap is only for getting estimates without a competing bid with the Board still making the final decision to go ahead with the repair or to ask for a second estimate. Wicks was instructed to treat Carlson & Sons as a Preferred Vendor for repairs up to \$15,000.
9. Discussion of financials: Wicks reported that there are 30 customers (no change from November). Tax revenue is slightly down from last year at this point on a percentage basis: 49% this year, 52% last year. Expenses for halfway through the fiscal year is approximately as projected and in many cases a little lower than projected. Income from user fees is above the projected amount for 6 months. CWID did not get any loans as projected so far to cover the repairs. The estimate of \$3000 for pulling the pump on Lift #2 is just a guess as we are still waiting for Carlson. Currently, Wicks projects about \$33,000 in the emergency fund at the end of the fiscal year with no repairs including the manhole. Last year CWID had \$16,000 in the fund and the end of the fiscal year.
10. Discussion of acquiring loans was tabled until the next meeting.
11. A request for a discussion by Maddock concerning requiring a landowner who is requesting a sewer hookup to show a proof of a county approved building permit before a permit is issued to connect to the sewer system. Wicks had researched with the attorney who said it is normally not the District's responsibility to require building permits but the District can require this if the Board wants it. She also stated that the water company does not require this. Maddock said that the electric company recently started requiring a building permit and she felt the District should also to help control campers and temporary housing coming in to the area. Murphy agreed that this could be added to the rules of the District. Wicks will add this issue to the agenda of the meetings when the budgets and regulations are reviewed and revised in the spring.
12. The next public meeting date will be February 28, 2017 at the CWID/Livco office at 4:30pm.
13. Murphy motioned to adjourn. Maddock seconded. All voted in favor of adjourning at 6:08pm.

Dated this 1<sup>st</sup> day of February, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

**February 7, 2017**

**Call to Order was at 4:50pm. Meeting was held at the CWID/ Livco Water Co office.**

**Attending was Susan Maddock, Tracy Howard and Pat Murphy (by phone). Jenni Wicks attended as Clerk and Manager.**

1. Approval on minutes for November 5, 2016 and January 24, 2017 minutes  
Maddock motioned to approve the minutes for Nov 5. Howard seconded. Maddock and Howard voted in favor. Murphy abstained as he was not at that meeting. Murphy motioned to approve the minutes for Jan 24. Maddock seconded. Murphy and Maddock voted to approve the minutes with Howard abstaining as she was not at the meeting.
2. Ms. Howard signed the Oath of Office.
3. Selection of officers: Murphy suggested tabling the annual selection of officers until the next meeting as it appears Bill Wilder will be joining the board at that time and Murphy will be resigning. Maddock motioned to table the selection officers. Howard seconded. All voted in favor of tabling the selection of officers.
4. Wicks suggested approving the bid for the manhole replacement project to Rawlings as it was the best price and the best materials. Murphy motioned to approve and accept the bid. Howard seconded. All voted in favor of accepting the bid from Rawlings and awarding the project to them.
5. Wicks suggested funding the manhole replacement using the funds from the emergency funds in the Warrants account instead of applying for a loan. She stated that at the end of the fiscal year, CWID should have the same cash amount or more in both accounts after paying Rawlings that they did at the end of last fiscal year and this was sufficient until more tax revenue came in. Howard had concerns that CWID would be cutting the cash on hand funds too close but Wicks assured her that there would be sufficient and if an unexpected expense came up, CWID could get a loan from the County and then apply for a longer term bank loan to cover it.  
Murphy motioned to vote on funding the project from the emergency fund. Maddock seconded. All voted in favor of funding the manhole project from the emergency fund.
6. The next meeting will be March 21 at 4:30pm at the CWID/Livco office.
7. Howard motioned to adjourn. Murphy seconded. All voted in favor of adjourning at 5:05pm.

Dated this 10th<sup>st</sup> day of February, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

**March 21, 2017**

**Call to Order was at 4:30pm. Meeting was held at the CWID/ Livco Water Co office.**

**Attending was Susan Tracy Howard and Pat Murphy. Susan Maddock was absent. Jenni Wicks attended as Clerk and Manager.**

1. Approval on minutes for February 7, 2017  
Murphy motioned to approve the minutes. Howard seconded. All voted in favor.
2. Vote to accept Bill Wilder to replace Pat Murphy on the Board.  
Wilder explained that he is not living in Concho full time yet but when he cannot attend a meeting he will attend by phone. He has experience in different types of construction including installations, constructions, and inspections. He asked about tasks other than attending the board meetings. Murphy explained that the day-to-day tasks are handled by Livco Water Co as the management for the district so there are not really any other tasks that the board needs to be involved in other than budgeting and watching how the funds are handled by the management company.  
Howard motioned to vote. Murphy seconded. All voted in favor of having Bill Wilder officially join the board starting April 1. Murphy's last day will be March 31.
3. Selection of officers: Wicks said that Maddock did not want to change her current position as Treasurer/Secretary. Howard said she would take the President's position if that works best. Wilder said he would fill whichever position was needed. Murphy motioned to table the selection of officers until the next meeting when Maddock will be able to attend. Howard seconded. All voted in favor to table the selection of officers. Wicks mentioned that after the officers are elected, the board members and Wicks will need to go to National Bank to sign a new checking signature card.
4. Wicks gave a report on current repairs and projects and financials  
The new manhole will be replaced on March 23.  
There were 2 plugged sewer lines - one in Unit 5A and one in Unit 5B. Livco maintenance was able to clear one of the plugs but Livco had to hire the City of St. Johns to bring their equipment and clean out the other one. Wicks stated that the next budget should include hiring a company to clean out and possibly get a video of the lines in Unit 5A and 5B that tend to clog.  
Wicks contacted SRP about SRP's well drying up the POC well. They have their hydrologists looking into it and will report back.  
The #2 pump in the Lift Station #2 is bad. A new one needs to be included in the next budget.  
The current income and expenses are as projected with nothing unusual to report.
5. Discussion of Open Meeting Laws: Murphy stated that all board members must be aware that they cannot discuss anything about CWID outside of the board meetings. As this is a small town, it is easy to see another board member at other venues so all board members must be careful not to bring up CWID business even as a casual remark.
6. The next meeting will be April 25 at 4:30pm at the CWID/Livco office.
7. Murphy motioned to adjourn. Howard seconded. All voted in favor of adjourning at 5:20pm.

Dated this 19th<sup>st</sup> day of April, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk



**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



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

**May 13, 2017**

**Call to Order was at 9:37am. Meeting was held at the CWID/ Livco Water Co office at #1 CR 5100.**

**Attending was Susan Maddock, Tracy Howard, and Bill Wilder (on phone). Jenni Wicks attended as Clerk and Manager. No public attended.**

1. Approval of minutes for March 21, 2017: Maddock motioned to approve. Wilder seconded. All voted in favor to approve with Howard abstaining as she had not been at that meeting.
2. Approval of minutes for April 25, 2017: Wilder motioned to approve the minutes. Howard seconded. All voted in favor to approve the minutes with Maddock abstaining as she had not been at that meeting.
3. Discussion of changes to regulations and rates:
  - a. As per a decision in a previous open board meeting, Wicks added the following wording to section 6.2: "The service will not be connected prior to CWID receiving a copy of the approved building permit issued by Apache County." Wilder asked if permits for the sewer line need to be requested from the County. Wicks said that the District handles all sewer line permits. The County handles the building permits.
  - b. Wicks clarified the difference between Excess Density and Subdivided Lot Fees in the explanation of rates in the Rules and Regulations document. Excess Density pertains to more than one home or business on one connection. Subdivided Lot Fee pertains to an existing lot within the District that is subdivided. New rates were added to the proposed rates for the next year for both fees. Maddock motioned to approve the regulation changes and the new rates. Howard seconded. All voted in favor to accept the new regulations and to add the new rates to the proposed rates for next fiscal year.
4. Discussion of the budget for fiscal year 2017-2018:
  - a. Wicks went over worksheets with the Board that showed the proposed budget for next year covering estimated overhead costs based on the current year expenses plus to cover repairs and maintenance projects that have the highest priority. Sample budgets were proposed based on getting a loan to help cover the expenses and also budgets without including any loans. All of the priority repairs would cost about \$78,000. The highest priority repairs would cost about \$58,000. Howard felt that all of the repairs should be included in the budget. All board members agreed it would be best to do repairs without getting a loan but this would mean raising the ad valorem tax on everyone in the District. It was then discussed that it would be better to not raise the taxes and to get as small of a loan as possible to cover the repairs while using the emergency fund up first before getting the loan.
  - b. Maddock motioned to vote on the budget keeping the tax rate the same as the current year (\$80 per parcel), including all of the priority repairs, keeping the emergency budget level around \$15,000, and including a \$25,000 loan. Wilder seconded the motion. All voted in favor as per Maddock's motion.
5. New business: Howard stated that due to family issues, she may be gone for a period of 2 ½ months sometime in the future and would elect that Wilder act as pro-tem Chairperson during that time. Howard should be able to attend meetings by phone during that time. Howard also stated that her identity had been stolen recently and felt it may put CWID's accounts at risk if she was a signer on the checking account. For this reason, she will not add her name to the National Bank checking register.
6. The next meeting will be June 17 at 9:00am at the CWID/Livco office.
7. Maddock motioned to adjourn. Wilder seconded. All voted in favor of adjourning at 10:37am.

Dated this 16th day of May, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT



Jenni Wicks, Clerk

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

**June 17, 2017 at the Livco/CWID office**

- 1. Call to Order was at 9:05am**
- 2. Attending was Susan Maddock, Tracy Howard, and Bill Wilder (by phone). Jenni Wicks attended as Clerk and Manager.**

**HEARING OF NEW 2017/2018 BUDGET & RATE CHANGES**

**The Board approved the new budget and rates** as decided at the May 13, 2017 public meeting.

There was a recommendation by Wicks to remove the High Density fee for commercial accounts as those accounts pay by water usage so the extra amount of effluence is covered with the user fee. There were no public comments. Maddock motioned to approve the rates excluding the High Density fee for commercial accounts. Howard seconded. All voted in favor of the new rates with the exclusion.

There were no public comments or board discussion on the new budget proposed at the last meeting. Howard motioned to approve. Maddock seconded. All voted in favor of the new budget.

**REGULAR AGENDA FOR WORKING MEETING**

1. Approval of Minutes of May 13, 2017 meeting.  
Howard motioned for approval. Maddock seconded. All voted in favor of approval of minutes.
2. Manager advised the Board that there has been one account cancellation but no other major changes to the revenue or expenses. She explained that she included estimates in the projections for the approved maintenance projects and it looks as if there are funds to pay for them from the emergency funds up to December. Wilder asked if the state regulations required formal bids for all projects and Wicks said that it is not necessary.
3. Manager explained to board that she is ordering the work with Carlson and Sons for the first, second and third priorities as decided in previous board meetings. There are no other new maintenance projects at this time.
4. Manager explained that the house in the unfinished Concho West Shore subdivision would like to hook up to the sewer system so he can use his house. After Wicks discussed it with the maintenance supervisor, they came up with a plan that the owner could run a line with a grinder pump to connect to the main sewer line which is on the other side of the wall from his property. She suggested that CWID allows him to do this at his cost with the understanding that whenever the subdivision is completed, the owner must disconnect that line and hook up into the main lines within the subdivision. This would be an agreement only with this property owner because they already have a house built and there are no other structures in that subdivision. There should be a legal form attached to the lot so if it is ever sold, the new owner is under obligation to hook up to the subdivision whenever it is completed. The property owner would pay all legal, engineering and construction costs.  
Maddock stated she wanted it included that it is for residential purposes only. Howard suggested that if in the future someone wanted to make the building into a commercial building, they would need to apply to the CWID Board for approval. Maddock also wanted to approve stating that they must use a licensed contractor so we know the work is done correctly.  
Howard motioned to approve this connection following all of the stated restrictions and legal wording. Maddock seconded. All voted in favor of approval to connect.
5. Wicks asked if Wilder had gone to the bank yet to fill out the paperwork for the bank account. Wilder plans on doing that next week. When that is done, Maddock and Wicks can go in and sign the card.
6. Announcements: Howard stated that she will not need to go back east this year. Howard asked to add to the next agenda a discussion on the request for a Concho Can building at the Lions Park to be connected to the sewer system.

7. The next meeting will be August 19, 2017 at 9:00am.
8. Maddock motioned for adjournment at 9:45am. Howard seconded. All voted in favor to adjourn.

Dated this 20th day of June, 2017

CONCHO WASTEWATER IMPROVEMENT DISTRICT

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

Jenni Wicks, Clerk