

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, January 28, at 9:30 AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
2. Motion to approve minutes of December 17, 2020 Board Meeting
3. General Business – Discussion and possible action on:
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Capital Budget
 3. Task List
 - B. Technical Advisory Committee – Robert (Bob) Hedden
 1. Engineering Hydrology Study
 - a. Review major components of an Engineering Hydrology Study as proposed in the Tech Comm meeting.
 - C. Financial Advisory Committee – Eric Sullwold
 1. Review Financials
 - a. Review December 2020 Operational Statements
 2. Well Reserve account
 - Discussion and motion to:
Utilize Well Loan funding to purchase 9 SCADA radios to replace obsolete and unworkable replacements (Not to exceed \$30K)
 3. 5 Year Capital Budget
 - a. Review the 5 Year Capital Budget projected costs
 - D. Personnel Committee – Patricia (Pat) Carlstad
 1. Resignation of Clerk of the Board, Suzy Kent
 2. New Clerk of the Board
 - Discussion and Motion:
The Personnel Committee Chair officially hired a new Clerk of the Board, Luis Rodriguez, effective January 4, 2021.
 - E. Administrative – Eric Sullwold
 1. Public Hearing regarding one standardized Hookup Fee is scheduled for 9:30am February 25th, 2021
4. Call to the Public

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical and Financial Advisory Committees Meetings are scheduled for Monday, February 22, 2021 at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, February 25, 2021 at 9:45AM.
 - C. The Public Hearing regarding one standardized Hookup Fee is also scheduled for Thursday, February 25, 2021 at 9:30AM.
6. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, January 28, 2021**

Board Present:	Patricia (Pat) Carlstad Darlene (Dar) Hollingsworth Eric Sullwold	Robert (Bob) Hedden Joseph (Hart) Krumrine
Board Absent:	none	
Clerk of the Board:	Luis Rodriguez	
Staff Present:	Dara Duffy	Lora Burruel
Advisors Present:	John Green	George (Dr.) Orndorff
Advisors Absent:	Dan Van Norman Lee Lemas Ken Goff	Ray Weisgarber Steve Lathrop Bill Lardy
Public Members:	Karen Thornton	

1. The meeting was called to order at 9:30 AM by Chair, Eric Sullwold
Roll call was taken and five Board members are present; therefore, a quorum was announced.
2. Motion and discussion to approve minutes from December Board meeting.
- Motion to approve the Board Meeting Minutes from December 17, 2020 “as corrected”.
Move: Hart Krumrine Second: Dar Hollingsworth Approved 4/0 Chair: Abstains
3. General Business – Discussion
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report was reviewed.
 2. 2020/2021 Capital Budget - No additional expenditures expected.
 3. Task List - The District is in the process of revising the Spec Book. The final version will be supplied to Stantec. Any future developers will be supplied with the updated Spec Book.
 - B. Technical Advisory Committee – Robert (Bob) Hedden
 1. Engineering Hydrology Study: Mr. Hedden noted that the previous Hydrology Study was over 13 years old. The Board discussed and agreed upon the need for a new Engineering Hydrology Study, though timing has not been agreed to. Mr. Hedden and the District Manager will collaborate on the verbiage for the initial RFQ.
 - C. Financial Advisory Committee – Eric Sullwold
 1. Review December 2020 Financials - Drought has added revenue to our system and we are above budget.
 2. Cotonia Well Reserve account - Discussion regarding the requirement to replace the group of 9 SCADA radios due to performance, reliability, and support issues which came to light within the last 30 days. 9 new radios would be purchased with funds from the Cotonia Well Loan. The cost to purchase and install the radios will not exceed \$30K.
- Motion to utilize Cotonia Well Loan funding to purchase and install 9 SCADA radios to replace unserviceable radios; with the cost not to exceed \$30K.
Move: Hart Krumrine Second: Dar Hollingsworth Approved: 4/0 Chair: abstains
3. 5 Year Capital Budget Review
Discussion regarding the Reserve funds. Mr. Hedden mentioned the concern of having such a large sum in reserve funds and suggested moving the funds to specific capital projects. Mr. Sullwold wants to assign the funds to non-specific capital projects. Ms. Hollingsworth suggested renaming the reserves to help alleviate this issue. Mr. Sullwold has placed this issue, how to pursue allocating the reserves,

on the agenda for February's Finance Committee. The Committee Chair will also get input from the Audit firm.

D. Personnel Committee – Patricia (Pat) Carlstad

Announced the resignation of Clerk of the Board, Suzy Kent, and the hiring of the new Clerk of the Board, Luis Rodriguez, effective January 4, 2021.

- Motion to approve the new Clerk of the Board

Move: Pat Carlstad Second: Hart Krumrine Approved: 4/0 Chair: abstains

E. Administrative – Eric Sullwold

1. Public Hearing regarding one standardized Hookup Fee is scheduled for 9:30am February 25th, 2021

4. Call to the Public

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

There were no comments from the public.

5. Announcements – Luis Rodriguez, Clerk of the Board

A. The next Technical and Financial Advisory Committees Meetings are scheduled for Monday, February 22, 2021 at 8:00AM and 9:00 AM respectively.

B. The next Board Meeting is scheduled for Thursday, February 25, 2021 at 9:45AM.

C. The Public Hearing is also scheduled for Thursday, February 25, 2021 at 9:30AM.

6. Adjournment

- Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: Hart Krumrine Approved: 4/0 Chair: abstains

The meeting was adjourned at 10:36 AM.

Minutes to be approved on February 25, 2021.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, February 25, at 9:45 AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

As indicated in the following agenda, the District may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
2. Motion to approve minutes of January 28, 2021 Board Meeting
3. General Business – Discussion and possible action on:
 - A. Administrative – Eric Sullwold Appointing of new Board of Director members:
 - Discussion and possible motion to: appoint John Green and George (Dr) Orndorff to the Board of Directors
 - A. Oath of office for newly elected Directors – Clerk, Luis Rodriguez
 - a. John Green and George (Dr) Orndorff
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Task List
 - C. Technical Advisory Committee – Robert (Bob) Hedden
 1. Engineering Hydrology Study
 - Discussion and possible motion to: solicit a Request for Quote (RFQ) to be issued in March to three (3) Engineering Firms to develop costs for conducting the proposed Study.
 - D. Financial Advisory Committee – Eric Sullwold
 1. Review Financials
 - a. Review January 2021 Operational Statements
 2. Discussion of the Committee’s recommendation to organize the Reserve funds into multiple infrastructure projects.
 3. 5 Year Capital Budget
 - Discussion and possible motion to: establish an Emergency Reserve fund of \$250K.
 - Discussion and possible motion to: move Well #1 Reserve monies into the Operational account to pay for the debt service of the Well Loan from Alliance Bank.
 - E. Personnel Committee – Patricia (Pat) Carlstad
 1. Report on organization of Clerk’s office and documents.
4. Call to the Public

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any

criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical and Financial Advisory Committees Meetings are scheduled for Monday, March 22, 2021 at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, March 25, 2021 at 9:30AM.
6. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(5) Discussion on employee bonuses. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
7. Adjournment

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, February 25, 2021**

Board Present:	Patricia (Pat) Carlstad Darlene (Dar) Hollingsworth John Green	Robert (Bob) Hedden Eric Sullwold George (Dr.) Orndorff
Board Absent:	Joseph (Hart) Krumrine	
District Staff:	Dara Duffy	Lora Burruel
Clerk of the Board:	Luis Rodriguez	
Public Members:	Anne Towne	Eileen Maclaren

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:39 AM by Chair, Eric Sullwold
Roll call was taken and four (4) Board members were present; therefore, a quorum was announced.
2. Motion to approve minutes of January 28, 2021 Board Meeting
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 4/0
3. General Business – Discussion and possible action on:
 - A. Administrative – Eric Sullwold
 1. Appoint New Board Members
- Motion to: Appoint John Green and George (Dr.) Orndorff to the Board of Directors
Move: Bob Hedden Second: Dar Hollingsworth Approved: 4/0
 2. Oath of office for newly appointed Directors – Clerk, Luis Rodriguez
 - a. John Green and George (Dr.) Orndorff signed their *Loyalty Oath of Office* forms and were duly sworn in.
 3. D&O Insurance – Dara Duffy confirmed that Committee Advisors are not currently insured, and it is not required, since advisors are not involved in any Board and/or District litigation. The District will explore the cost to include the Advisors when GVWD’s insurance policy is up for renewal. This information will be conveyed to all Committee advisors by Eric Sullwold via email.
 4. Use of Board Members’ personal e-mail accounts for GVWD Board Business - there is no clean solution to not having your personal email account examined/explored if litigation is brought against the Board and/or District. One option is each Director using Gmail accounts for just Board/District business. Eric Sullwold will consult with the attorney on the issue. The goal is to allow the Board Directors to make an informed decision regarding establishing GVWD Gmail accounts.
- B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report – The landscaping at the Cotonia Well is complete. Additional shrubbery will be planted on the adjacent property owners’ natural area to help with erosion remediation, with the homeowner accepting responsibility for maintaining the new plantings. Estimated completion timeframe is the end of March. The District decided to build a sound barrier around the pump motor because of the relocation of the new well on the site and the desire to mitigate any future comments from surrounding properties. Estimated completion timeframe is the end of March. There was a main break and defective valve along Mariquita Street. The repair, including backfilling, is complete. Regarding the pipeline replacement project in San Ignacio Heights, one preliminary price quote has been received. Slip line RFQ’s have also been requested. More details will be provided next month.

2. Current Capital Budget – Within budget. Future focus is replacing the manual read meters, and the first portion of MXU upgrades. The goal is to have fully automated meter readings by FY 2022/2023. Based on the projected scope of upcoming projects, Dara Duffy recommends increasing the Capital Budget to approximately \$400K to \$450K.
 3. Task List – No comments.
 4. Freeport McMoRan has informed the District of their desire to meet and discuss the leasing of the District’s CAP allotment. Meeting date will likely be the end of March.
- C. Technical Advisory Committee – Robert (Bob) Hedden
- 1 Engineering Hydrology Study - Discussed the background and current requirements for a new Hydrology Study.
- Motion to: Solicit a Request for Quote (RFQ) to be issued after March 15th to three (3) Engineering Firms to develop costs for conducting the proposed Study.
Move: Bob Hedden Second: John Green Approved: 6/0 Chair: abstains
- D. Financial Advisory Committee – Eric Sullwold
1. Review Financials - Reviewed January 2021 Operational Statements – No Comments.
 2. Discussed the Committee’s recommendation to organize the Reserve funds to properly support multiple infrastructure projects.
 3. 5 Year Capital Budget - Discussed and possible motion to: Establish a separate Emergency Reserve fund of \$250K.
- Motion to: Establish an Emergency Reserve fund of \$250K
Move: Eric Sullwold Second: George Orndorff Approved: 6/0 Chair: abstains
4. Discussed moving Well #1 Reserve monies into the Operational account to pay for the debt service of the Well Loan from Alliance Bank. It was explained that the initial funding for Well #1 was provided via a 2018 rate increase.
- Motion to: Move Well #1 Reserve monies into the Operational account to pay for the debt service of the Well Loan from Alliance Bank.
Move: Eric Sullwold Second: Dar Hollingsworth Approved: 6/0 Chair: abstains
- E. Personnel Committee – Patricia (Pat) Carlstad - Report on organization of Clerk’s office and documents - Document binders have been standardized. Created e-documents for all records prior to 2014. We now have digital copies of all records from 2003 to today. Researching legal requirement for District document retention and whether electronic version would suffice. Possible shredding of some paper copies. This will be thoroughly researched and brought back to the Board for discussion.
4. Call to the Public - Eileen Maclaren commented on the discussion of establishing a District Gmail account (ref: 3.A.4). She warned that Google’s email system is not secure either.
 5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory and Financial Advisory Committee Meetings are scheduled for Monday, March 22, 2021 at 8:00AM and 9:00AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, March 25, 2021 at 9:30AM.
 6. Executive Session - Discussion on District employee bonuses.
- Motion to: Enter Executive Session
Move: Bob Hedden Second: Pat Carlstad Approved: 6/0 Chair: abstains
The Board entered Executive Session at 10:40 AM and returned to Regular Session at 10:54 AM.
 - Motion to: Approve a \$1,000 bonus for each of the eight (8) District employees, for their efforts in completing the Cotonia Well and remodel of the new Headquarter building. To be paid on March 05, 2021.
Move: Eric Sullwold Second: George Orndorff Approved: 6/0 Chair: abstains
7. Adjournment
- Motion to: Adjourn the meeting.
Move: Bob Hedden Second: George Orndorff Approved: 6/0 Chair: abstains

The meeting was adjourned at 10:53 AM.

Minutes approved on March 25, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

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The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
2. Motions to approve the minutes of:
 - A. February 25, 2021 Board Meeting
 - B. February 25, 2021 Executive Session
 - C. February 25, 2021 Public Hearing
3. General Business – Discussion and possible action on:
 - A. Administrative – Chair, Eric Sullwold
 1. Revote on Resolution 2021-001.
 - Discussion and possible motion to: Adopt Resolution 2021-001 to amend the Rates and User Fees for the Green Valley Domestic Water Improvement District.
 - Discussion and possible motion to: Adopt the District’s revised Water Service Rules & Regulations.
 2. D&O Insurance – Is it necessary for Board Advisors?
 3. Use of Board Members’ personal e-mail accounts for GVWD Board Business.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Task List
 - C. Technical Advisory Committee – Chair, Robert (Bob) Hedden
 1. Meritage Expansion up-date.
 2. Repair/replace San Ignacio Heights pipeline infrastructure.
 3. Discuss RFQ responses as they relate to the Engineering Hydrology Study.
 - D. Financial Advisory Committee – Chair, Eric Sullwold
 1. Review Financials
 - a. Review February 2021 Operational Statements.
 - b. First look at 2021-22 District Budget.
 1. Need for an increase.
 - c. Review format for 5 year cash flow. Updated
 - d. Reserve vs. Depreciation: How should the Board manage these costs.
 2. Discuss proposed lease of CAP water to Freeport McMoRan Mine.
 - a. The District can charge for ½ the CAP fee.
 - b. Freeport McMoRan will pay for the water directly to CAP.
 3. District Manager to give update on potential costs for Desert Jewel Loop sleeving.

4. Call to the Public

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5. Announcements – Luis Rodriguez, Clerk of the Board

A. The next Technical and Financial Advisory Committees Meetings are scheduled for Monday, April 19 22, 2021 at 8:00AM and 9:00 AM respectively.

B. The next Board Meeting is scheduled for Thursday, April 22, 2021 at 9:30AM.

6. Adjournment

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, March 25, 2021**

Board Present:	Eric Sullwold Patricia (Pat) Carlstad John Green Darlene (Dar) Hollingsworth	Robert (Bob) Hedden Joseph (Hart) Krumrine George (Dr.) Orndorff
Board Absent:	None	
District Staff:	Dara Duffy	
Advisors:	Steven (Steve) Lathrop	Edwin (Ed) Storey
Clerk of the Board:	Luis Rodriguez	
Public Members:	None	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:30AM by Chair, Eric Sullwold
Roll call was taken. All seven (7) Board members were present therefore, a quorum was announced.
2. Approval of February’s Minutes
 - A. Motion to approve February 25, 2021 Board Meeting minutes
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 6/0
 - B. Motion to approve February 25, 2021 Board Executive Session minutes
Move: Dr George Orndorff Second: Dar Hollingsworth Approved: 6/0
 - C. Motion to approve February 25, 2021 Public Hearing minutes
Move: Bob Hedden Second: Dar Hollingsworth Approved: 6/0
3. General Business – Discussion and possible action on:
 - A. Administrative – Chair, Eric Sullwold
 1. Revote on Resolution 2021-001. Discussion and possible motion to: Adopt Resolution 2021-001 to amend the Rates and User Fees for the Green Valley Domestic Water Improvement District.
- Motion to: Adopt Resolution 2021-001 to amend the Rates and User Fees for the Green Valley Domestic Water District.
Move: Hart Krumrine Second: Dar Hollingsworth Approved: 6/1
 2. Discussion and possible motion to: Adopt the District’s revised Water Service Rules & Regulations. The recommendation was made to eliminate some duplication regarding payment options. This will be accomplished with the next revision.
- Motion to: Adopt the District’s revised Water Service Rules & Regulations.
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 6/0 Chair: abstains
 3. D&O Insurance – Is it necessary for Board Advisors? Update. The feedback from the District’s legal counsel was that the insurance was not required for our Advisors. The point was made that the D&O insurance policy must clearly state who is/is not covered. However, our District Manager will explore the cost to add the Advisors when the D&O insurance policy is up for renewal.
 4. Use of Board Members’ personal e-mail accounts for GVWD Board Business. Update. It is apparent that there is no easy solution to this concern. This is a risk assessment that needs to be evaluated further. Dara has the draft of the District’s Risk Assessment Report from the EPA. It indicates our exposure is extremely low. She will share the report at our next Board meeting. The point was also made that, regardless of the risk level, there is the issue of the public’s perception. The topic

will be discussed further once the Risk Assessment Report has been shared with the Board.

- B. Operations Report – District Manager, Dara Duffy
 - 1. Monthly Operations Report. A main break on Mariquita required 90 feet of replacement with ductile iron pipe, and a new valve and an additional 80 feet of ductile iron pipe at Mariquita and Acala. The cost was ~\$73,000.
 - 2. Current Capital Budget. The projection for the 2021-2022 budget includes replacing all remaining manual meters, almost half the MXU's, and one company truck with over 118K miles on it. Dara is not planning to introduce slip lining until 2022-2023.
 - 3. Task List. The draft Risk Assessment Report is being reviewed. The due date for submission is June 30, 2021. Sent out revised RFQ Hydrology Study to Westland Resources, Stantec, and Riley Engineering. The RFQ responses are due April 15. The Risk Assessment also identified the requirement to create a Backflow Prevention Manual to comply with ADEQ requirements. The estimated completion date for this newly created manual is end of April.
- C. Technical Advisory Committee – Chair, Robert (Bob) Hedden
 - 1. Meritage Expansion up-date. The question was raised about why Meritage cannot tie into the existing sewer line north of their development. Dara says the County will not allow a lift station in the line.
 - 2. Repair/replace San Ignacio Heights pipeline infrastructure. Bob, Dara, and Eric had two (2) Zoom meetings to discuss and gather information on the slip lining option. Bob mentioned that this slip lining methodology is not common in the western U.S. If the contractor wins a bid on an upcoming project in Colorado, it will give us an opportunity to evaluate their work.
 - 3. Discuss RFQ responses as they relate to the Engineering Hydrology Study. The Scope of Work has been revised to delete the requirement for back-up for the golf course wells, - and providing options for the District's 1 acre lot. The focus is now strictly an evaluation of our current system and the expansion.
- D. Financial Advisory Committee – Chair, Eric Sullwold
 - 1. Review Financials
 - a. Review February 2021 Operational Statements. No comments.
 - b. First look at FY2021-22 District Budget. The goal is to have our final Budget approved in May and implemented in June. The topic will be discussed in more detail in the April Board meeting in order to seek approval at the May 27 Board meeting.
 - 1. Need for an increase. The last District rate increase was in 2018. The discussion evolved around the concept of introducing multiple modest, annual increases as opposed to one large increase in the future. Consensus was made to establish an Ad Hoc committee to explore this topic. The decision must take into consideration many factors such as; Depreciation, Reserves, Tier revenue data, funding our Reserves, and Capital Budget. It was suggested to simultaneously look at our long term Cashflow, Balance sheets, and audit reports to ensure they support each other. Another outcome should be to determine if we are budgeting enough money for Capital Expenses. The Ad Hoc Committee team will be established within the next two (2) months in order to prepare for meetings to begin after our summer break (September).
 - c. Review format for 5 year cash flow. Updated. No comments.
 - d. Reserve vs. Depreciation: How should the Board manage these costs. This was discussed under 3.D.1.b.1.
 - 2. Central Arizona Project (CAP) Water. Discussion has been tabled at this time by the Chair.
 - 3. District Manager to give update on potential costs for Desert Jewel Loop sleeving. DM reported on the process being used to determine the cost of slip lining the

pipelines in San Ignacio Heights. Information is being developed in-conjunction with a contractor who is licensed to do the type of slip lining GVWD is considering.

4. Call to the Public - No comments.
5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory and Financial Advisory Committee Meetings are scheduled for Monday, April 19, 2021 at 8:00AM and 9:00AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, April 22, 2021 at 9:30AM.
6. Adjournment
 - Motion to: Adjourn the meeting.
Move: Bob Hedden Second: Pat Carlstad Approved: 6/0 Chair: abstains

The meeting was adjourned at 10:47AM.

Minutes approved on April 22, 2021.

Green Valley Domestic Water Improvement District

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The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - A. Motion to approve the Minutes of the March 25, 2021 Board Meeting
2. General Business
 - A. Administrative – Chair, Eric Sullwold
 1. Appoint new Committee member: Edwin (Ed) Storey
 - Discussion and possible motion to: Appoint Edwin (Ed) Storey to the Financial Advisory Committee and Technical Advisory Committee.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden – No Report
 - D. Financial Advisory Committee – Chair, Eric Sullwold
 1. Review Financials
 - a. Review March 2021 Operational Statements.
 - b. Review of the 2019-2020 Draft Financial Audit Report.
 - c. Final review of the 2021-2022 District Budget
 - d. Five (5) Year Cashflow Report
 - i. Review versus the proposed District Budget
 - e. Establishment of an Ad-Hoc Committee
 - Discussion and possible motion to: Establish an Ad-Hoc Committee to make recommendations to the Board regarding: Financial Reports, Reserves and Investments, and possible rate increases.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No Report
3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical and Financial Advisory Committees Meetings are scheduled for Monday, May 24, 2021 at 8:00AM and 9:00 AM respectively.

- B. The next Board Meeting is scheduled for Thursday, May 27, 2021 at 9:30AM.
5. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Water District

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, April 22, 2021**

Board Present:	Eric Sullwold Patricia (Pat) Carlstad John Green Darlene (Dar) Hollingsworth	Robert (Bob) Hedden Joseph (Hart) Krumrine George (Dr.) Orndorff
Board Absent:	None	
District Staff:	Dara Duffy	Lora Burruel
Advisors:	Steven (Steve) Lathrop	
Clerk of the Board:	Luis Rodriguez	
Public Members:	None	

1. Call to Order and Roll Call – Chair, Eric Sullwold

The meeting was called to order at 9:39AM by Chair, Eric Sullwold

Roll call was taken. All seven (7) Board members were present therefore, a quorum was announced.

- Motion to approve February 25, 2021 Board Meeting minutes
Move: Dar Hollingsworth Second: George Orndorff Approved: 6/0 Abstain: Chair
- 2. General Business – Discussion and possible action on:
 - A. Administrative – Chair, Eric Sullwold
 - 1. Discussion and possible motion to: Appoint Edwin (Ed) Storey to the Financial Advisory Committee and Technical Advisory Committee.
 - Motion to: Appoint Edwin (Ed) Storey to the Financial Advisory Committee and Technical Advisory Committee.
Move: Bob Hedden Second: Dar Hollingsworth Approved: 6/0 Abstain: Chair
 - B. Operations Report – District Manager, Dara Duffy
 - 1. Monthly Operations Report: No comments.
 - 2. Current Capital Budget. Discussed the total projected cost and estimated completion date (ECD) for the SCADA radio upgrade project. An additional issue has been identified regarding the radio propagation study. The study has never been accomplished and would provide for proper location of the antennas. Dara Duffy has asked for bids on a Propagation Study. In addition, the current antennas were installed fifteen (15) years ago. There is a good likelihood we will encounter weather damaged equipment which will need to be replaced. The Propagation Study would make the District’s SCADA transmission system fully functional as opposed to the current set-up. However, the goal for completion is still the end of this fiscal year. The costs and funding for this study will be addressed as more information is available.
 - 3. Task List: No comments.
 - C. Technical Advisory Committee – Chair, Bob Hedden – No Report
 - D. Financial Advisory Committee – Chair, Eric Sullwold
 - 1 Review Financials
 - a. Review March 2021 Operational Statements: There were no comments regarding the March 2021 Operational Statements.
 - b. Review of the 2019-2020 Draft Financial Audit Report: The Report’s recommendation for quarterly review has been implemented. John Green and Dar Hollingsworth are the Directors participating in this review. The Board Chair, Eric Sullwold, has invited the addition of one more person to join this group. The

results of the Audit have confirmed that the District is financially sound, and the bookkeeping processes are sound as well.

- c. Final review of the 2021-2022 District Budget: The goal is to approve the FY 2021-2022 at next month's Board meeting. No comments or concerns were raised today. The Chair thanked Dara Duffy and Lora Burruel for the hard work in creating the Budget for the Board.
- d. Five (5) Year Cashflow Report
 - 1. Review versus the proposed District Budget: No comments.
- e. Establishment of an Ad-Hoc Committee: Discussion to establish a committee to review and make recommendations to the Board on the following topics:
 - 1. Board Financial Reporting
 - 2. Rate Increase
 - 3. Reserves and Investments

The Ad Hoc Committee consists of: Dar Hollingsworth, John Green, Dara Duffy, and Lora Burruel.

- Motion to: Establish an Ad-Hoc Committee to make recommendations to the Board regarding: Financial Reports, Reserves and Investments, and possible rate increases.
Move: Hart Krumrine Second: Bob Hedden Approved: 6/0 Abstain: Chair
E. Personnel Advisory Committee – Chair, Pat Carlstad – No Report.
- 4. Call to the Public - No comments.
- 5. Announcements – Luis Rodriguez, Clerk of the Board
 - A. The next Technical Advisory and Financial Advisory Committee Meetings are scheduled for Monday, May 24, 2021 at 8:00AM and 9:00AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, May 27, 2021 at 9:30AM.
- 6. Adjournment
- Motion to: Adjourn the meeting.
Move: Dar Hollingsworth Second: Hart Krumrine Approved: 6/0 Abstain: Chair

The meeting was adjourned at 10:02AM.

Minutes approved on May 27, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, May 27, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

As indicated in the following agenda, the District may vote to go into executive session, which will not be open to the public, to discuss certain matters.

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - A. Motion to approve the Minutes of the April 22, 2021 Board Meeting
2. General Business
 - A. Administrative – Clerk of the Board, Luis Rodriguez
 1. Revised District Website - District Website
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden
 1. Review Engineering Hydrology Study proposals from the contacted Engineering firms
 - Discussion and possible motion to: Approve the Engineering Hydrology Study proposal from Riley Engineering
 - D. Financial Advisory Committee – Chair, Eric Sullwold
 1. Review Financials
 - a. Review April 2021 Operational Statements.
 - b. Ad-Hoc Advisory Committee – Chair, John Green
 - i. Presentation on the proposed Board Financial Reports
 - Discussion and possible motion to: Effective July 01, 2021, adopt the following Financial Reports for the Board of Directors:
 - Statement of Revenue & Expenses
 - Statement of Net Position
 - Operations
 - c. Review updated 2021-22 District Budget Draft. District Manager presentation on FY 2021-2022 Capital Budget
 - Discussion and possible motion to: Approve the Fiscal 2021-2022:
 - District Budget
 - District Capital Budget
 - Capital Budget increase from \$300K to \$400K
 - d. Discuss the financial impact of Capital Budget.
 - i. San Ignacio Heights costs to repair service infrastructure.
- E. Personnel Advisory Committee – Chair, Pat Carlstad – Deferred to Executive Session.

3. Call to the Public – Chair, Eric Sullwold
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements –
 - A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, June 21, 2021 at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, June 24, 2021 at 9:30AM.
6. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(5) Discussion on employee salary increases/bonus. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
7. Reconvene the regular Board of Directors session
8. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, May 27, 2021**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Darlene (Dar) Hollingsworth	Robert (Bob) Hedden George (Dr.) Orndorff
Board Directors Absent:	John Green	Joseph (Hart) Krumrine
District Staff Present:	Dara Duffy	Lora Burruel
Advisors Present:	None	
Public Present:	None	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold

The meeting was called to order at 9:33AM by Chair, Eric Sullwold

Roll call was taken. Five (5) Board members were present therefore, a quorum was announced.

A. Approval of April's Minutes

- Motion to approve April 22, 2021 Board Meeting minutes

Move: Pat Carlstad Second: Dar Hollingsworth Approved: 5/0 Abstain: 0

2. General Business

A. Administrative – Clerk of the Board, Luis Rodriguez

1. Revised District Website – Update the Board on the District Website

B. Operations Report – District Manager, Dara Duffy

1. Monthly Operations Report: Reviewed the DM's Operations Report for April 2021. Have submitted for \$138K from the completion of the Well Fund project. The DM has submitted for reimbursement.
2. Current Capital Budget: Reviewed the District's FY Capital Budget. The DM recommends the FY annual Budget be increased from \$300K to \$400K. Actual expenditure for FY 2021-2022 is estimated at \$405K. Details will be discussed in the Financial Advisory Committee discussion in section 1.D.2. of the Agenda.
3. Task List: Reviewed the DM's task list for April 2021. No comments.

C. Technical Advisory Committee – Chair, Bob Hedden

1. Review Engineering Hydrology Study proposals from the contacted Engineering firms. Discussed the proposals from the three (3) firms: Stantec, Riley Engineering and Westland Resources. The revised RFQ was narrowed, and the quotes were:
 - a. Stantec \$26,500
 - b. Riley \$44,600
 - c. Westland \$64,190

Bob Hedden explained that Westland Resources was eliminated because of their cost. Stantec was eliminated due to the following points:

- Reduced presence of Engineering disciplines in the Tucson office. All work must be approved in either Phoenix or Colorado.
- Concern about "honest" evaluation of up-grading current water infrastructure vs establishing a 2nd well site for expansion in Canoa Ranch. Stantec has been backing the need for a 2nd well site.
- Potential to have extra oversight in their updating the current water infrastructure since they have been reluctant to incorporate current system capabilities into the existing water infrastructure information.

Riley Engineering has been recommended by the Technical Committee based on the following points:

- Firm located in Tucson, AZ
- Water systems and hydrology information are their specialties
- Would provide a “fresh and new” evaluation of the District’s water system infrastructure and system expansion possibilities

Bob Hedden and Dara Duffy have been in contact with two (2) of Riley’s previous customers who provided very positive feedback regarding Riley’s work. Since the District owns the “product”, Stantec will be required to supply Riley with the District’s data. The DM and Technical Committee agree that the Hydrology Study project, not to exceed \$45K, should be awarded to Riley Engineering. The DM and the Technical Committee will meet to narrow the Scope of the project with the goal of begin this project July 01, 2021 (FY 2021-2022).

- Motion to: Approve the Engineering Hydrology Study proposal from Riley Engineering with the cost not to exceed \$45K.

Move: Bob Hedden Second: Dar Hollingsworth Approved: 5/0 Abstain: 0

D. Financial Advisory Committee – Chair, Eric Sullwold

1. Review District Financials.

a. Review April 2021 Operational Statements. No comments.

b. Ad-Hoc Advisory Committee – Chair, John Green

i. Discussion on the proposed Financial Reports for the Board of Directors. The new reports will mirror the Audit reporting format. The Board will receive both versions at the June 24th Board Meeting, to do a “side-by-side” comparison. The DM will also provide a reference table to explain what areas of the District’s budget will be included in each new category. The new versions will take effect July 01, 2021. The comment was made that there may be adjustments to these reports as we work through the initial version(s). The new Financial Reports for the Board of Directors are:

- Statement of Revenue & Expenses
- Statement of Net Position
- Operations

- Motion to: Adopt the following Financial Reports for the Board of Directors, to take effect July 01, 2021:

- Statement of Revenue & Expenses
- Statement of Net Position
- Operations

Move: Eric Sullwold Second: Pat Carlstad Approved: 5/0 Abstain: 0

2. Review updated 2021-22 District Budget Draft. The District Manager presented the final draft of FY 2021-2022 Capital Budget. Discussed the District’s Budget, Capital Expenditure Budget, and increasing the annual Capital Expenditure Budget from \$300K to \$400K.

- Motion to: Approve the 2021-2022 Fiscal:

- District Budget
- District Capital Expenditure Budget
- Capital Expenditure Budget increase from \$300K to \$400K

Move: Dr. Orndorff Second: Pat Carlstad Approved: 5/0 Abstain: 0

3. Discuss the financial impact of Capital Budget.

i. San Ignacio Heights costs to repair service infrastructure. Will require the coordination of both the Financial and Technical Committees. The goals are to complete the Scope of Work in FY 2021-2022, and complete the actual project in the winter of FY 2022-2023.

E. Personnel Advisory Committee – Chair, Pat Carlstad – Deferred to Executive Session.

3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting. No comment.

4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, June 21, 2021 at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, June 24, 2021 at 9:30AM.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(5) Discussion on employee salary increases and personnel matters. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
- Motion to: Enter Executive Session to discuss employee salary increases and personnel matters.
Move: Pat Carlstad Second: Bob Hedden Approved: 5/0 Abstain: 0
6. The Board entered Executive Session at 10:14AM and reconvened Regular Session at 10:35AM. Note: Director Hart Krumrine arrived at the Executive session at 10:17AM.
7. Adjournment
- Motion to: Adjourn the meeting.
Move: Pat Carlstad Second: Bob Hedden Approved: 6/0 Abstain: Chair

The meeting was adjourned at 10:36AM.

Minutes approved on June 24, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, June 24, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - A. Motion to approve the Board Meeting Minutes of May 27, 2021
2. General Business
 - A. Administrative - Chair, Eric Sullwold
 1. Suspension of regularly scheduled July and August Board Meetings
 - Discussion and possible motion to: Suspend the regularly scheduled July and August Board of Director Meetings.
 2. Appointment of John Green as the Chair of the Financial Advisory Committee, effective July 01, 2021
 - Discussion and possible motion to appoint John Green as the Chair of the Financial Advisory Committee, effective July 01, 2021.
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – District Manager, Dara Duffy
 1. SCADA propagation study update
 2. Meter audit update
 3. San Ignacio Heights slip lining project update
 4. Meritage expansion update
 - D. Financial Advisory Committee – Chair, Eric Sullwold
 1. Review Financials
 - A. Review May 2021 Operational Statements.
 - B. Ad-Hoc Committee on Financial Reports
 1. Discuss the new formatted Financial Reports for the Board.
 - i. Review side by side comparison.
 - ii. Make suggestions or corrections for upcoming Board meeting.
 - iii. Start discussion on reserve funds and investment potential.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
 3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical and Financial Advisory Committee Meetings are scheduled for Monday, September 20, 2021, at 8:00AM and 9:00 AM respectively.
 - B. Next Board Meeting is scheduled for Thursday, September 23, 2021, at 9:30AM.
6. Adjournment

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, June 23, 2021**

Board Directors Present:	Eric Sullwold	John Green
	Patricia (Pat) Carlstad	George (Dr.) Orndorff
	Darlene (Dar) Hollingsworth	Joseph (Hart) Krumrine
Board Directors Absent:	Robert (Bob) Hedden	
District Staff Present:	Dara Duffy	
Advisors Present:	None	
Public Present:	None	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold

The meeting was called to order at 9:30AM by Chair, Eric Sullwold

Roll call was taken. Six (6) Board members were present, a quorum was announced.

A. Approval of May’s Board Meeting Minutes

- Motion to approve May 27th, 2021, Board Meeting Minutes

Move: Hart Krumrine Second: Darlene Hollingsworth Approved: 6/0 Abstain: 0

B. Approval of May 27th Executive Meeting Minutes

- Motion to approve May 27th, 2021, Executive Meeting Minutes

Move: Pat Carlstad Second: Darlene Hollingsworth Approved: 6/0 Abstain: 0

2. General Business

A. Administrative - Chair, Eric Sullwold

1. Suspension of regularly scheduled July and August Board Meetings

- Motion to: Suspend the regularly scheduled July and August Board of Director Meetings.

Move: Dar Hollingsworth Second: Hart Krumrine Approved: 6/0 Abstain: 0

2. Approval of John Green as the Chair of the Financial Advisory Committee

- Motion to approve John Green to the position of Finance Advisory Committee Chair

Move: Dar Hollingsworth Second: Pat Carlstad Approved: 6/0 Abstain: 0

B. Operations Report – District Manager, Dara Duffy

1. Monthly Operations Report: Reviewed the DM’s Operations Report for May 2021.

Some of the key issues were:

- i. On June 9, DM participated in a virtual meeting with Sierrita Mine on the issue of the Sulfate plume. This is a regular twice-yearly meeting to update area stakeholders. The Mine is required by ADEQ to address the current issue. They are pumping water from wells drilled at the base of their tailings, to be utilized in the Mine processes and contain the plume.
- ii. On June 16th, a virtual meeting was conducted with Waterworth regarding possibly procuring access to their software. The software addresses financial and asset management data. The process allows for the District to access their software remotely. The cost would be approximately \$5K annually. It would include a 90-day free trial with free technical support. The program addresses assets, rates, depreciation, reserves, and planning policies with forecast projections. Discussed concerns regarding potential hacking and ransomware. The DM stated the risk is minimal because the data goes one way, and it is not possible for Waterworth to access our system due to the District’s firewall.
- iii. The DM also addressed the San Ignacio Heights infrastructure issue. Dara provided a summary timeline with costs of all the waterline breaks. The DM’s point was that it may be too early to attempt the slip lining project because, at the current rate of failures, the costs of financing the project may be a more than the

- cost of break repairs. Questions were raised regarding the possibility of using remote rovers to identify potential line breaks and/or pipeline degradation. Dara will continue to explore these options and whether any of them are cost effective.
- iv. The meter replacement project is proceeding on schedule. The projected cost for year two (2) and three (3) is estimated at \$240K per year. An updated capital projection will be provided to the Financial Committee for planning purposes.
 - v. An update on propagation study issues was provided. Tucson Electric Power (TEP) denied our request to place our antennas on their towers. The question was raised about SCADA vs. FlexNet. The DM explained that the two systems are essentially identical except for the transmission frequency, bandwidth, and power levels; both systems require taller antennas. The DM continues to work on this issue, including possibly installing taller antennas on the Freeport Mine's property.
2. Current Capital Budget: No comments
 3. Task List: Reviewed the DM's task list for May and June 2021.
 - i. Asset Management data will begin to be populated into Waterworth program in order to run actual sample reports prior to the next meeting.
 - ii. Director Manuals are still being worked on. Estimated completion date is September.
 - iii. The Hydrology study is scheduled to begin July 01. The DM will create the contract for Riley Engineering.
 - iv. The Business Case for Waterworth is not required due to the minimal cost.
- C. Technical Advisory Committee – District Manager, Dara Duffy
1. SCADA propagation study update. Discussed in Operations Report.
 2. Meter audit update. Discussed in Operations Report.
 3. San Ignacio Heights slip lining project update. Discussed in Operations Report.
 4. Meritage expansion update. The letter has been drafted by WLB to support the plan to run the Meritage sewer line and replace our water line along West Frontage Road. Once the formal letter is received from Meritage, the DM will update the Line Extension Agreement.
- D. Financial Advisory Committee – Chair, Eric Sullwold
1. Review District Financials.
 - A. Review May 2021 Operational Statements.
 - B. Ad-Hoc Committee on Financial Reports
 1. Discussed the newly formatted Financial Reports for the Board. The GVWD Operations Report will continue to be provided. The new financial reports can be produced using software from our current provider, Sage. The District will continue to provide the current Financial Statements, along with the new Reports, for one more month to allow for another side-by-side comparison. Effective July 2021 the Board will receive the new Board Reports and the front page of the current Operations Report as a separate document. The new Reports mirror the Audit reports to provide more useful data.
 2. Discussions will be initiated on our banking relationships along with current reserve funds and investment potential.
 - C. The District's 2019-2020 Financial Audit is complete and available to the public on our website. Also, the Financial Advisory Committee is now meeting with District staff quarterly to provide financial updates per the Audit's recommendation.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No Report.
3. Call to the Public – Chair, Eric Sullwold
- Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any

criticism or scheduling the matter for further consideration and decision at a future Board Meeting. No comment.

4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, September 20, 2021, at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, September 23, 2021, at 9:30AM.

5. Adjournment

- Motion to: Adjourn the meeting.
Move: Darlene Hollingsworth Second: John Green

The meeting was adjourned at 10:22AM.

Minutes to be approved on September 23, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, September 23, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - A. Motion to approve the Board Meeting Minutes of June 24th, 2021
2. General Business
 - A. Administrative - Chair, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden
 1. SCADA Propagation Study
 2. FlexNet Propagation Study
 3. Meter Change Out Project
 4. Riley Engineering Up-date
 - D. Financial Advisory Committee – Chair, John Green
 1. Review Financials
 - A. Review July and August 2021 Operational Statements.
 2. New Financial Reports Format
 - Discussion and possible motion to: Have the Capital Account portion of the Board’s new Balance Sheet Report be broken into four (4) line items:
 - Net Investments in Capital Assets (as determined by the Board)
 - Designated Capital Improvement Funds
 - Net Assets – Unrestricted
 - Net Income (Loss)
 3. Waterworth Opportunities.
 4. Investable Funds.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical and Financial Advisory Committee Meetings are scheduled for Monday, October 25, 2021, at 8:00AM and 9:00 AM respectively.

- B. Next Board Meeting is scheduled for Thursday, October 28, 2021, at 9:30AM.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9), Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
 6. Reconvene the regular Board of Directors session.
 - Discussion and possible motion to conduct further research on the District's critical infrastructure.
 7. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, September 23rd, 2021**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad John Green Darlene (Dar) Hollingsworth	Robert (Bob) Hedden George (Dr.) Orndorff Joseph (Hart) Krumrine
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Board Directors Absent:	None
District Staff Present:	Dara Duffy
Public Present:	Ed Storey
Clerk of the Board:	Luis Rodriguez

1. Call to Order and Roll Call – Chair, Eric Sullwold

The meeting was called to order at 9:31AM by Chair, Eric Sullwold

Roll call was taken. Seven (7) Board members were present therefore, a quorum was announced.

A. Approval of June’s Minutes

- Motion to approve the June 24th, 2021, Board Meeting minutes

Move: Dar Hollingsworth Second: Dr. George Orndorff Approved: 6/0 Abstain: Chair

2. General Business

A. Operations Report – District Manager, Dara Duffy

1. Monthly Operations Report: Reviewed the DM’s Operations Report for July and August 2021. Additional lines have been added to the Reports to track Revenue, Expenses and Total Operations against the Year-to-Date Budget Revenue decreased 10%, while Expenses decreased 33%. Total Operations is 4% above Budget. Revenues will increase next month due to annual re-seeding projects at the golf courses.
2. Current Capital Budget: Reviewed the District’s FY Capital Budget. Added a new tab to the Five-Year Rolling Budget, as approved by the Board.
3. Task List: Reviewed the DM’s Task Lists. The creation of the Board’s Training Manual is nearing completion. The Hydrology Study began July 01 and is progressing well. Doug Hansen’s replacement has been hired: James Rosson. James is currently a Grade 1 Distribution Operator and understands he must become a Grade 3 Distribution and Grade 2 Treatment within 5 years.

B. Technical Advisory Committee – Chair, Bob Hedden

1. SCADA Propagation Study – This is the reliability study for communications between GVWD Headquarters and the well sites, booster stations, and storage tanks. The Study identified the requirement for two (2) towers: a 100-foot tower at the Catonia well site, and a 50-foot tower at the GVWD Headquarters. The towers will look similar to a large flagpole. The construction of the Cotonia Well Site tower is included in the 2021-2022 Capital budget. However, the costs appear to be significantly higher than originally estimated. Therefore, monies from the loan for the original well site project will also be utilized.
2. FlexNet Propagation Study – This was a reliability study for transmissions to allow the reading of water meters once MXU capability is installed. The study determined FlexNet can utilize the SCADA towers with a minimum of ten (10) feet of separation from the SCADA antennas. This could result in less cost for the FlexNet system.
3. Meter Change out Project - GVWD received 384 new meters without MXU’s.

- A. Chips associated with the MXU's are not available thus rendering the meters unusable until the MXU's are received.
- B. An additional 320 meters with MXU's are also in the 2021-2022 Capital Budget. At this point it's undetermined when these meters will arrive.
- C. This is a multi-year (2-3 yrs.) project with approximately 3,000 meters to be replaced. This project will make the entire District's meter reading activity "radio" possible.
- 4. Riley Engineering Up-date - Riley is the engineering firm GVWD is now using to provide engineering support.
 - A. The initial project from Riley is a review and up-date of information regarding GVWD's current drawings and infrastructure.
 - B. Riley's September report has indicated they found both inaccurate and missing information associated with the current infrastructure.
 - C. Expectation is that Riley's report will have a complete review of GVWD's current system capabilities.
 - D. It is also expected for Riley to identify the requirements needed to support the expansion south and north of Escondido. This will allow GVWD to provide the Developers with our infrastructure requirements for them to fulfill.
 - E. The goal is to have Riley's final report by the end of the 2021.
- C. Financial Advisory Committee – Chair, John Green
 - 1. Review District Financials.
 - a. Review July and August Operational Statements.
 - 2. New Statement Format – The new format was explained and discussed. The Income Statement will now include Depreciation. The Operating Statement will now include Debt Service (Interest Only). This format new format aligns more closely with the annual financial audit reports. It was agreed to consider Riley Engineering's final report, along with Technical Committee projections, to provide further details of potential projects within the Net Assets – Unrestricted funds. The format was developed by the Committee with the assistance of the DM and BOS.
- Motion to: Breakdown the Capital portion of the new Balance Sheet Report into four (4) line items:
 - 1. Net Investments in Capital Assets as determined by the Board
 - 2. Designated Capital Improvement Funds
 - 3. Net Assets – Unrestricted
 - 4. Net Income
- Move: John Green Second: Pat Carlstad Approved: 6/0 Abstain: Chair
- 3. Waterworth Modeling Software Opportunities. The Waterworth software was discussed. The opportunities for the District will include the ability to model future financial parameters. The DM will research the District's needs and provide the Board with recommendations for establishing the parameters.
- 4. Investable Funds. The Chair explained that, based on current projections, the District has over \$2 million of investable assets available. Once interest rates improve the Financial Committee will present some investment alternatives to the Board. The investments alternatives are clearly restricted due to the fact the District is a government agency. This includes the potential to pool our funds with the State of Arizona's investments. This should provide for increased returns.
- E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
- 3. Call to the Public – Chair, Eric Sullwold – No comments.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any

criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, October 25th, 2021, at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, October 28th, 2021, at 9:30AM.
 - C. Due to the upcoming holidays, the November Board Meeting will be moved up to November 18th, and the December Board meeting will be held December 16th.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9) Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
- Motion to: Enter Executive Session to discuss the District's critical infrastructure.
Move: John Green Second: Pat Carlstad Approved: 6/0
Abstain: 0
6. The Board entered Executive Session at 10:44AM and reconvened Regular Session at 12:27PM.
7. Discussion and possible motion to pursue the possible purchase of another water provider.
- Motion to pursue the possible purchase of a water provider.
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 7/0 Abstain: 0
8. Adjournment
- Motion to Adjourn the meeting.
Move: Dar Hollingsworth Second: Pat Carlstad Approved: 6/0 Abstain: Chair

The meeting was adjourned at 12:29PM.

Minutes approved on October 28th, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
EMERGENCY BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, September 30, at 8:00AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Vice Chair, Pat Carlstad
2. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9), Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
3. Reconvene the regular Board of Directors session.
 - Discussion and possible motion to conduct further research on the District's critical infrastructure.
4. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.
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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
EMERGENCY MEETING MINUTES
Thursday, September 30th, 2021**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad John Green Darlene (Dar) Hollingsworth	Robert (Bob) Hedden George (Dr.) Orndorff Joseph (Hart) Krumrine
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Board Directors Absent:	None	
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	None	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Vice Chair, Pat Carlstad
The meeting was called to order at 7:58AM. Roll call was taken. All seven (7) Board members were present; therefore, a quorum was announced.
2. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9) Discussion on the District’s critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
- Motion to: Enter Executive Session to discuss the District’s critical infrastructure.
Move: Dar Hollingsworth Second: Dr Orndorff Approved: 6/0 Abstain: Vice Chair
3. The Board entered Executive Session at 7:59AM and reconvened Regular Session at 8:42AM.
4. Discussion and possible motion to submit a proposal to purchase another water provider.
- Motion to submit a proposal of \$7.25M to purchase another water provider. The other water provider is not named due to a signed “Confidentiality Agreement”.
Move: Bob Hedden Second: Hart Krumrine Approved: 7/0 Abstain: 0
5. Adjournment
- Motion to Adjourn the meeting.
Move: Hart Krumrine Second: Dar Hollingsworth Approved: 6/0 Abstain: Vice Chair.

The meeting was adjourned at 8:43AM.

Minutes approved on October 28th, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, October 28th, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation with instructions on how to log in. Please include your email address to receive this invitation.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - A. Motion to approve the Board Meeting Minutes of September 23rd, 2021
 - B. Motion to approve the Executive Session Minutes of September 23rd, 2021
 - C. Motion to approve the Emergency Board Meeting Minutes of September 30th, 2021
 - D. Motion to approve the Executive Session Minutes of September 30th, 2021
2. General Business
 - A. Administrative - Chair, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden
 1. SCADA Propagation Study
 2. FlexNet Propagation Study
 3. Meter Change Out Project
 4. Riley Engineering Up-date
 - D. Financial Advisory Committee – Chair, John Green
 1. Review Financials
 - A. Review September 2021 Operational Statements.
 2. Upcoming meeting with the Clifton, Larson, and Allen audit team.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical and Financial Advisory Committee Meetings are scheduled for Monday, November 15th, 2021, at 8:00AM and 9:00AM respectively.
 - B. Next Board Meeting is scheduled for Thursday, November 18th, 2021, at 9:30AM.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9), Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
6. Reconvene the regular Board of Directors session.

- Discussion and possible motion to conduct further research on the District's critical infrastructure.
7. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gvwaterdistrict.com.

Green Valley Domestic Water District

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, October 28th, 2021**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Darlene (Dar) Hollingsworth John Green	Robert (Bob) Hedden George (Dr.) Orndorff Joseph (Hart) Krumrine
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Board Directors Absent:		
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	Eileen MacLaren	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
 The meeting was called to order at 9:30AM by Chair, Eric Sullwold
 Roll call was taken. All seven (7) Board members were present; therefore, a quorum was announced.
 - A. Approval of September 23rd Board Meeting Minutes
 - Motion to approve the September 23rd, 2021, Board Meeting minutes
 Move: Pat Carlstad Second: Hart Krumrine Approved: 6/0 Abstain: Chair
 - B. Approval of September 23rd Executive Session Board Meeting Minutes
 - Motion to approve the September 23rd, 2021, Executive Session Board Meeting Minutes
 Move: Pat Carlstad Second: John Green Approved: 6/0 Abstain: Chair
 - C. Approval of September 30th Emergency Board Meeting Minutes
 - Motion to approve the September 30th, 2021, Emergency Board Meeting Minutes
 Move: Dar Hollingsworth Second: George Orndorff Approved: 6/0 Abstain: Chair
 - D. Approval of September 30th Executive Session Minutes
 - Motion to approve the September 30th, 2021, Executive Session Minutes
 Move: Pat Carlstad Second: Dar Hollingsworth Approved: 6/0 Abstain: Chair
2. General Business – Chair of the Board, Eric Sullwold. Provided an update on the condition of Pat Hernandez and wished her a speedy recovery.
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 - a. Reviewed the DM’s Operations Report for September 2021. The Financial Reports have been modified. The DM explained the new Report includes a line item to track the percentage of our actual revenue and expenses versus the Budget. The new Financial Report also lists the current balances in our bank accounts. The Wells Fargo balance is \$1.304M, Alliance’s balance is \$1.124M.
 - b. We have \$153K remaining in our Well Fund. The Well Fund monies will be utilized to help pay for the Tower project. These funds can only be withdrawn in \$50K increments. YTD our Revenue is currently 11.5% of Budget and Expenses are (28.25%) of Budget. These figures will change based on the timing of the annual and semi-annual expenses.
 2. Current Capital Budget: Reviewed the District’s FY Capital Budget.
 On October 6th, the DM and other Board members attended a meeting with David Williamson and Bill Walker regarding the Canoa Ranch expansion north of Escondido Wash at the southern end of the District. They are currently re-platting and expect County approval by March 2022. Prior to construction, the County must install sewer lines with an estimated completion date in November 2022. They are predicting construction of 50 to 100 homes per year. Also had a meeting with Riley Engineering

on October 5th to work with the District staff to accomplish spot checks on actual pressure and functioning of the system to calibrate their hydraulic model. Riley's hydrology report is due in the next few weeks. The DM is planning to have Riley present their findings to the Technical Committee at the November Meeting. The DM also conducted a meeting with KE&G regarding their upcoming proposal on the Tower installation project. There is another contractor who will be submitting a bid as well.

3. Task List: Reviewed the DM's Task Lists. Many of the open tasks are currently on hold due to delivery issues such as the new truck for Jim Hadley and the meter change out project.

B. Technical Advisory Committee – Chair, Bob Hedden

1. Canoa Ranch Residential Expansion. In addition to Dara's update, once the new plat is received, the District can develop the infrastructure requirements. This will provide the basis for the District to develop an accurate Line Extension Agreement. The assumption is the County will require a substantial amount of time to install the sewer lines under I-19. Therefore, this will be a long process.
2. SCADA & FlexNet Propagation Study Up-date.
See the update provided in the DM's Task List report.
3. Meter Change out project Up-date.
See the update provided in the DM's Task List report.
4. Riley Engineering Up-date.

As a reminder, two of the reasons for enlisting Riley Engineering was to verify the accuracy of the District's existing infrastructure drawings and verify pressure readings in Canoa Ranch. The expectation is Riley's report will allow the District to provide accurate data for the Hydrology Study to support the Canoa Ranch expansion.

C. Financial Advisory Committee – Chair, John Green

1. Review Financials
 - a. Review September Operational Statements.
September's water usage was down 20 million gallons, mainly due reduced consumption of the golf courses due to the monsoon rains. However, this had a minor impact on the District revenue as verified by YTD Net Income of \$62,000. The new Financial Statements confirm that the District is currently doing well. The Chair reminded the Board these new Reports are a work in progress. One of the upcoming additional requirements is to insert the Budgeted figures into the Income Statement. This will allow better clarification of Revenue and Expense line items. The BOS plans to have the Budgeted figures incorporated by the November Board meeting. The point was made that the BOS is currently overloaded with work due to the DM and one of the Customer Service Representative being out of the office. Therefore, this must be taken into account when considering any projected completion dates for her. Year End Accruals will also be adjusted in the Statements in the near future. The District is also working on breaking out the Reserves and include the Capital Expenditure Statement to the monthly financial report as approved at the August Board meeting.
2. Upcoming November meeting with Auditors.
The audit by Clifton, Larson, Allen is complete. The cooperation of the District Staff has been superb. Dave Phillips, CLA Partner, will present their draft audit report at the November Finance Committee Meeting. The Finance Committee Chair will be unavailable, so he has scheduled a separate meeting with the Auditors on November 4th.

E. Personnel Advisory Committee – Chair, Pat Carlstad – No comment.

3. Call to the Public – Chair, Eric Sullwold

Eileen MacLaren commented that she was previously a Board Advisor and had attended many Board Meetings. The Board Chair invited her to return and consider becoming an Advisor again.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public

comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, November 15th, 2021, at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, November 18th, 2021, at 9:30AM.
 - C. Due to the holidays, the December Committee meetings will be held on December 13th, and the Board meeting will be held December 16th.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9) Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
- Motion to: Enter Executive Session to discuss the District's critical infrastructure.
Move: Pat Carlstad Second: Dar Hollingsworth Approved: 6/0 Abstain: Chair
6. The Board entered Executive Session at 9:51AM and reconvened the Regular Session at 10:19PM.
7. Adjournment
- Motion to Adjourn the meeting.
Move: Dar Hollingsworth Second: Hart Krumrine Approved: 6/0 Abstain: Chair

The meeting was adjourned at 10:20AM.

Minutes approved on November 18th, 2021.

Green Valley Domestic Water Improvement District

By _____
Luis Rodriguez, Clerk of the Board

By _____
Eric Sullwold, Chair of the Board

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, November 18th, 2021, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - Motion to approve the Board Meeting Minutes of October 28th, 2021.
 - Motion to approve the Executive Session Minutes of October 28th, 2021.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Chair, Bob Hedden. No report
 - D. Financial Advisory Committee – Chair of the Board, Eric Sullwold
 1. Review Financials
 - A. Review October 2021 Operational Statements.
 2. Review of the 2020-2021 draft Audit Report.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical and Financial Advisory Committee Meetings are scheduled for Monday, December 13th, 2021, at 8:00AM and 9:00AM respectively.
 - B. Next Board Meeting is scheduled for Thursday, December 16th, 2021, at 9:30AM.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9), Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
 - Discussion and possible motion to convene an Executive Session for discussion on the District's critical infrastructure.
6. Reconvene the regular Board of Directors session.
7. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, November 18th, 2021**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Joseph (Hart) Krumrine	Robert (Bob) Hedden George (Dr.) Orndorff
Board Directors Absent:	Darlene (Dar) Hollingsworth	John Green
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	Eileen MacLaren	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:30AM by Chair, Eric Sullwold
Roll call was taken. Five (5) Board members were present; therefore, a quorum was announced.
 - A. Approval of October 28th Board Meeting Minutes
 - Motion to approve the October 28th, 2021, Board Meeting Minutes
Move: Pat Carlstad Second: Dr. Orndorff Approved: 4/0 Abstain: Chair
 - B. Approval of October 28th Executive Session Minutes
 - Motion to approve the October 28th, 2021, Executive Session Minutes
Move: Pat Carlstad Second: Bob Hedden Approved: 4/0 Abstain: Chair
2. General Business – Chair of the Board, Eric Sullwold.
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 - a. Reviewed the DM’s Operations Report for October 2021. The balance of the Well account is \$153,698.
 2. Current Capital Budget: Reviewed the District’s FY Capital Budget.
 1. Task List: Reviewed the DM’s Task Lists. The Task List was not updated this month due to the DM working remotely. It will be updated for the December Board Meeting.
 - B. Technical Advisory Committee – Chair, Bob Hedden.
 1. Bob will not attend the December Technical Committee and Board meetings. Hart Krumrine has volunteered to chair the Technical Committee Meeting on December 13th.
 2. Riley Engineering’s will provide their report at December’s Technical Meeting. Prior to this presentation, Riley will provide a separate presentation to Bob Hedden.
 - C. Financial Advisory Committee – Chair of the Board, Eric Sullwold
 1. Review Financials
 - a. Review October’s Operational Statements. All line items are within Budget.
 - b. Review the 2020-2021 draft Audit Report. The draft Audit report was presented by CLA’s audit team, Dave Phillips, Partner and Erika Jenks, Director. The feedback was that the District is doing very well with financial records. The Auditors suggested we continue quarterly reviews and an end of year external review. The Board has accepted the draft Audit Report. The DM will notify the CLA and provide payment. Official copies of the Audit will arrive by the first week in December.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.
 3. Call to the Public – Chair, Eric Sullwold – No comments.
Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

4. Announcements – Clerk of the Board, Luis Rodriguez
 - A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, December 13th, 2021, at 8:00AM and 9:00 AM respectively.
 - B. The next Board Meeting is scheduled for Thursday, December 16th, 2021, at 9:30AM.
 - C. The Chair informed the Board there will be no Managers Meeting in December.
5. Executive Session - Pursuant to A.R.S. § 38-431.03 (A)(9) Discussion on the District's critical infrastructure. Information from the Executive Session is to remain confidential pursuant to A.R.S. §38-431.03(C).
- Motion to: Enter Executive Session to discuss the District's critical infrastructure.
Move: Bob Hedden Second: George Orndorff Approved: 4/0 Abstain: Chair
6. The Board entered Executive Session at 9:53AM and reconvened the Regular Session at 9:58AM.
7. Adjournment
- Motion to adjourn the meeting.
Move: Pat Carlstad Second: Bob Hedden Approved: 4/0 Abstain: Chair

The meeting was adjourned at 9:59AM.

Minutes approved on December 13th, 2021.

Green Valley Domestic Water Improvement District

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING NOTICE AND AGENDA**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and to the general public that the Green Valley Domestic Water Improvement District will hold a meeting open to the public on:

**Thursday, December 16th, 2021, at 9:30AM
at the Green Valley Water District Conference Room
3200 S. Camino Del Sol, Green Valley, AZ**

The meeting will be held both in person and remotely by Zoom Video Conference. To access this meeting by Zoom, customers and the public must email the Green Valley Water District at office@gvwaterdistrict.com to request an invitation. Please submit your request at least 24 hours in advance and include your email address.

The agenda for the meeting is as follows:

1. Call to Order and Roll Call – Chair, Eric Sullwold
 - Motion to approve the Board Meeting Minutes of November 18th, 2021.
 - Motion to approve the Executive Session Minutes of November 18th, 2021.
2. General Business
 - A. Administrative – Chair of the Board, Eric Sullwold
 - B. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 2. Current Capital Budget
 3. Monthly Task List
 - C. Technical Advisory Committee – Hart Krumrine, in the absence of Chair, Bob Hedden.
 1. SCADA & FlexNet Propagation Study Up-date
 2. Meter Change out project Up-date
 3. Riley Engineering Up-date
 - D. Financial Advisory Committee – Chair, John Green
 1. Review Financials
 - a. November's Operational Statements.
 - b. Quarterly financial views.
 - E. Personnel Advisory Committee – Chair, Pat Carlstad. No report.
 - F. Administrative – Chair, Eric Sullwold
 1. Motion of acclamation to approve new terms for: Board Chair Eric Sullwold and Vice Chair Pat Carlstad.
3. Call to the Public – Chair, Eric Sullwold

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.
4. Announcements – Luis Rodriguez, Clerk of the Board
 - A. Next Technical Advisory Committee and Financial Advisory Committee Meetings are scheduled for Monday, January 24th, 2022, at 8:00AM and 9:00AM respectively.
 - B. Next Board Meeting is scheduled for Thursday, January 27th, 2022, at 9:30AM.
5. Adjournment.

If any additional documents are circulated to the Directors related to the agenda items, they may be requested or viewed by contacting the Clerk of the Board of the Green Valley Water District at (520) 625-9112 or by email at clerk@gwaterdistrict.com.

Green Valley Domestic Water District

Posted 12/13/2021 @ 11:00am

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 at least 24-hours prior to the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
MEETING MINUTES
Thursday, December 16th, 2021**

Board Directors Present:	Eric Sullwold Patricia (Pat) Carlstad Joseph (Hart) Krumrine	Darlene (Dar) Hollingsworth George (Dr.) Orndorff John Green
Board Directors Absent:	Robert (Bob) Hedden	
District Staff Present:	Dara Duffy	
Public Present:		
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
The meeting was called to order at 9:30AM by Chair, Eric Sullwold
Roll call was taken. Six (6) Board members were present; therefore, a quorum was announced.
 - A. Approval of November 18th, 2021, Board Meeting Minutes
- Motion to approve the November 18th, 2021, Board Meeting Minutes
Move: Dar Hollingsworth Second: Dr. Orndorff Approved: 5/0 Abstain: Chair
- B. Approval of November 18th, 2021, Executive Session Minutes
- Motion to approve the November 18th, 2021, Executive Session Minutes
Move: Hart Krumrine Second: Dar Hollingsworth Approved: 5/0 Abstain: Chair
2. Administrative Information – Chair of the Board, Eric Sullwold. He reminded the Board this is the one (1) year anniversary of the completion of the new District Headquarters. He congratulated the DM and District staff on creating a top notch DWID. He thanked Dara Duffy for her efforts in always providing accurate technical and financial data, while offering valuable input to the Board. The Chair commended the GVWD staff for establishing and maintaining a well-regulated and financially strong entity. As a service provider, the ADEQ Report is proof to any District customer who may be concerned regarding the quality of our product.
3. General Business – Chair of the Board, Eric Sullwold.
 - A. Operations Report – District Manager, Dara Duffy
 1. Monthly Operations Report
 - a. Reviewed the DM's Operations Report for November 2021.
 2. Current Capital Budget: Reviewed the District's FY Capital Budget.
 3. Task List
 - a. There was a broken curb stop last night. The District's crew is currently working the problem which will be resolved today. The DM highlighted the process which GVWD utilizes to monitor all aspects of outages including the number of customers inconvenienced, their level of inconvenience, and the safety factor to GVWD staff.
 - b. The DM attended a webinar on the financial impact of draught. The information was valuable; however, it is not applicable to GVWD at this time.
 - c. The DM will remain the President of USC PUG for one (1) more year. The future of PUG was discussed.
 - B. Technical Advisory Committee – Hart Krumrine, in the absence of Chair, Bob Hedden.
 1. SCADA & Flex-Net Propagation study up-date:
 - a. No progress has been made. Still waiting for bids. Bids are expected by the end of December to allow for a decision in January.
 2. Meter Change out Project up-date:
 - a. MXU's are still back ordered with unknown ship dates. The work is expected to begin in January 2022 utilizing the available MXUs on the District's shelves.
 3. Riley Engineering up-date: Riley presented their Draft Hydrology Study report to the Technical Advisory Committee on December 13th. The study focused on Canoa

Ranch and the Canoa Ranch proposed expansion. The Study identified one need: Fire Prevention flow at the Canoa Ranch Booster Station pressure zone area. Riley has revised the nomenclature in their report to match the District's. The final version of the Hydrology Study Report is complete. The DM will provide e-copies of the Report and PowerPoint to the Clerk and Board members who have requested one.

C. Financial Advisory Committee – Chair, John Green

1. Review Financials

- a. The November financial statements were reviewed noting the following:
 - i. The District operating revenues, expenses and net income have favorable operating variances with a net income year to date of \$61,364.
 - ii. The newly formatted Balance Sheet and Cash Flow Statement presents a strong financial position.
 - iii. These new formatted statements are yet “work in progress” with final changes to be made next month. This will also include a Capital Expenditure Report and a final break out of our Reserves. The Chair commended Lora for her effort on this project while simultaneously addressing all her other duties.
 - iv. The Chair asked for Board members and Advisors to volunteer for the quarterly financial transaction review. Lora will create a sign-up sheet with meeting dates which will be emailed to Directors and Advisors asking for a minimum of three (3) volunteers per each of the four (4) meetings.

E. Personnel Advisory Committee – Chair, Pat Carlstad – No report.

4. Call to the Public – Chair, Eric Sullwold – No comments.

Members of the Board may not discuss or act on any items that are not specifically listed on this agenda. Therefore, pursuant to A.R. S. § 38-431.01(H), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a future Board Meeting.

5. Announcements – Clerk of the Board, Luis Rodriguez

A. The next Technical and Financial Advisory Committee Meetings are scheduled for Monday, January 24th, 2022, at 8:00AM and 9:00AM respectively.

B. The next Board of Directors Meeting is scheduled for Thursday, January 27th, 2022, at 9:30AM.

6. Administrative – Chair, Eric Sullwold

A. Motion was made by acclamation to approve new one (1) year terms for Eric Sullwold as Board Chair and Pat Carlstad as Vice Chair.

v. Adjournment

- Motion to adjourn the meeting.

Move: Dar Hollingsworth Second: Hart Krumrine Approved: 5/0 Abstain: Chair

The meeting was adjourned at 10:07AM.

Minutes approved on January 27th, 2022.

Green Valley Domestic Water Improvement District