

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

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

**Thursday, January 25th, at 9:30AM  
at the Green Valley Water District Conference Room  
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting remotely, please email the Clerk of the Board at [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) to request an invitation. Submit your email request a minimum of 1 business day in advance.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of December 14<sup>th</sup>, 2023.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Create an ad hoc committee to develop the District’s Master Plan.
  - Discussion and possible motion to establish a District Master Plan Ad Hoc committee.
  - 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. FlexNet project update
    2. Calle Tres Booster Station update
    3. Canoa Ranch Booster Station update
    4. Canoa Ranch Block 27-S Development
  - D. Financial Advisory Committee – Chair, John Green
    1. December 2023 Financial Report
    2. FY2022-2023 Audit Report update
    3. Three Step Plan Quarterly Review
    4. Investment update
  - E. Personnel Advisory Committee – Chair, Hart Krumrine
    1. Employee Manual Revision update
3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Pursuant to Arizona Revised Statute A.R. S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by speakers. If you wish to make a general comment or comment on any agenda item, please complete and submit a speaker card. Keep your comments concise and

limited to no more than three minutes. Speaker cards are available from the Clerk of the Board.

4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings are scheduled for Tuesday, February 20<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee and the Personnel Advisory Committee.
  - B. The next Board of Directors Meeting is scheduled for Thursday, February 22<sup>nd</sup>, 2024, at 9:30AM.
5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

### **Green Valley Domestic Water District**

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 a minimum of 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 25<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold via video John Green Joseph (Hart) Krumrine	Robert (Bob) Hedden Darlene (Dar) Hollingsworth
Board Directors Absent	George (Doctor) Orndorff	
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	Steve Peidl via video	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Vice Chair of the Board, Darlene Hollingsworth.
  - A. The meeting was called to order at 9:38AM. by Vice Chair, Darlene Hollingsworth. Roll call was taken. A quorum was announced with five (5) Board members present.
  - B. Approval of December 14<sup>th</sup>, 2023, Board Meeting Minutes.
- Motion to approve the December 14<sup>th</sup>, 2023, Board Meeting Minutes  
Moved: Bob Hedden    2<sup>nd</sup>: Hart Krumrine    Approved: 4/0    Abstain: Vice Chair
2. General Business
  - A. Administrative – Vice Chair, Darlene Hollingsworth
    1. District’s Master Plan. The Board determined an Ad Hoc committee is not required for this project.
  - B. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report.
      - a. The Monthly Operations Report now provides greater detail of the major categories of expenses.
    2. Current Capital Budget.
      - a. Received the balance of single port MXUs from the 2022-23 Capital Budget and an additional 50 MXUs for the 2023-24 Capital Budget.
      - b. The District’s revised bid package for the Calle Tres Booster project will be completed by the end of January and sent to potential contractors. The bids are expected to be returned by the 3<sup>rd</sup> week of February.
  3. Monthly Task List.
    - a. January 26<sup>th</sup> is the deadline to apply for the open field staff position. Scheduling interviews of potential candidates will begin next week.
    - b. Discussed the possibility of upgrading the San Ignacio golf course well into the District’s potable water system. A scope of work has been sent to WLB to verify the concept is hydraulically feasible.
    - c. Met with Waterworth to go over the additional billing information that was provided. Waterworth staff will make a presentation during the February 20<sup>th</sup>, 2024, Financial Committee meeting to walk through different rate scenarios.
- C. Technical Advisory Committee – Chair, Bob Hedden.
  1. FlexNet project update. Work is continuing with Sensus on the computer programming to accommodate various meters within the system. The primary programming change relates to reading in one (1) gallon increments vs the current one hundred (100) gallon increments.
  2. Calle Tres Booster Station update.

- a. Re-working the electrical component of the upgrade to accommodate the SCADA system.
  - b. The bid of was received for the block wall enclosure.
  - c. Expected to have the revised bid package by the end of January. Four possible contractors have been identified.
  - d. All Capital work associated with converting the Booster station to a permanent component of GVWD's infrastructure will be included in the 2023-24 Capital Budget.
3. Canoa Ranch Booster Station update. The project is being moved from the 2024-25 Capital Budget to the 2025-26 Capital Budget.
  4. Canoa Ranch Block 27-S Development. The development of Block 27-S is on-hold pending the construction of Pima County's Wastewater system.
  5. Master Plan Project.
    - a. Committee members requested a separate meeting to discuss the items included in the proposed 5- & 10-year Master Plan.
    - b. The meeting is scheduled for February 15<sup>th</sup>, 2024, at 2:00PM.
- D. Financial Advisory Committee – Chair, John Green.
1. December 2023 Financial Statements. The committee has reviewed the December financial figures and found no concerns.
  2. FY2022-2023 Audit Report update. The official FY2022-2023 audit report was distributed and reviewed. A discussion centered on the deficit identified in the audit.
  3. The Three Step Plan Quarterly Review. The Q1 review took place on January 22<sup>nd</sup>, 2024. No significant changes were identified. The two remaining quarterly reviews will take place after the February and April committee meetings.
  4. Investment update. Management is exploring transferring a portion of the LGIP investments from short-term to the medium-term pool.
- E. Personnel Advisory Committee – Chair, Hart Krumrine.
1. Employee Manual Revision update. The committee approved the final draft. The document is being reviewed by the attorney and will subsequently be presented to the Board for approval.
3. Call to the Public – Vice Chair, Dar Hollingsworth. No comments.
  4. Announcements – Clerk of the Board, Luis Rodriguez
    - A. The District office will be closed Monday, February 19<sup>th</sup>, in observance of President's Day. Therefore, the Advisory Committee meetings will be held on Tuesday, February 20<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee and Personnel Advisory Committee meetings.
    - B. The Board of Directors Meeting is scheduled for 9:30AM, Thursday, February 22<sup>nd</sup>, 2024.
  5. Adjournment
    - Motion to adjourn the meeting.  
Move: Bob Hedden      2nd: John Green      Approved: 4/0      Abstain: Vice Chair

The meeting was adjourned at 10:50AM. Minutes approved February 22<sup>nd</sup>, 2024.

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

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

**Thursday, February 22<sup>nd</sup>, 2024, at 9:30AM  
at the Green Valley Water District Conference Room  
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting remotely, please email the Clerk of the Board at [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) to request an invitation. Submit your email request a minimum of 1 business day in advance.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of January 25<sup>th</sup>, 2024.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Industry Talks
  - 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. FlexNet project update
    2. Calle Tres Booster Station update
    3. Canoa Ranch residential development update
    4. San Ignacio golf course well evaluation for becoming a potable water well.
  - D. Financial Advisory Committee – Chair, John Green
    1. January 2024 Financial Report. The committee has reviewed the December financial figures and found no concerns.
    2. FY2024-25 Budget Planning
  - Discussion and possible motion to approve a \$3.00 surcharge for the March through June 2024 billing cycles for residential and commercial customers.
  - Discussion and possible motion to approve a 10% rate increase for residential and commercial customers for FY2024-25 with the District determining the allocation of those funds.
  - E. Personnel Advisory Committee – Chair, Hart Krumrine
    1. Employee Manual Revision update
  - Discussion and possible motion to adopt the 2024 version of the GVWD Employee Manual.
3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by speakers. Keep your comments concise and limited to no more than three (3) minutes. If you wish to make a general comment or comment on any agenda item, please complete and submit a speaker card which is available from the Clerk of the Board.

4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings are scheduled for Monday, March 25<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee meeting.
  - B. The next Board of Directors meeting is scheduled for Thursday, March 28<sup>th</sup>, 2024, at 9:30AM.
5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## **Green Valley Domestic Water District**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Thursday, February 22<sup>nd</sup>, 2024**

Board Directors Present:	Eric Sullwold	Robert (Bob) Hedden
	John Green	Darlene (Dar) Hollingsworth
	Joseph (Hart) Krumrine	George (Doctor) Orndorff

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Board Directors Absent

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District Staff Present:	Dara Duffy	Lora Burruel
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Public Present:	Steve Peidl
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Clerk of the Board:	Luis Rodriguez
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1. Call to Order and Roll Call – Vice Chair of the Board, Darlene Hollingsworth.
  - A. The meeting was called to order at 9:33AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with six (6) Board members present.
  - B. Approval of January 25<sup>th</sup>, 2024, Board Meeting Minutes.
- Motion to approve the January 25<sup>th</sup>, 2024, Board Meeting Minutes.  
Moved: Darlene Hollingsworth      2<sup>nd</sup>: George Orndorff      Approved: 5/0      Abstain: Chair
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Industry Talks. The Chair provided an update on various regional issues which could potentially impact the District.
    2. District Information program. The District Manager has agreed to provide short presentations to help educate Directors on various aspects of the District's operation. The Directors may submit topics to the District Manager who will then schedule brief presentations for future Board meetings.
  - B. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report.
      - a. The new Field Technician started work February 6<sup>th</sup>.
      - b. On-site FlexNet training was conducted February 6<sup>th</sup>.
      - c. The District has been subjected to sizable increases in chemical costs.
    2. Current Capital Budget. The YTD Budget was reviewed and compared against YTD Actuals.
    3. Monthly Task List
      - a. Hired replacement field staff.
      - b. Met with Waterworth to review their presentation prior to the February 20<sup>th</sup> Finance Committee meeting.
      - c. The costs associated with MAPs (Monitoring Assistance Program) sampling service will have a significant increase beginning FY2024-25.
  - C. Technical Advisory Committee – Chair, Bob Hedden.
    1. FlexNet project update
      - a. All software modifications to the currently installed meters should be complete by Q2 2024.
      - b. The next phase is to complete the installation of new meters.
    2. Calle Tres Booster Station update

- a. Today, February 22<sup>nd</sup>, is the deadline for engineering proposals. The initial review of proposals will be conducted by the District Manager and Technical Committee Chair.
  - 3. Canoa Ranch residential development update. Still on-hold for Pima County's decision on wastewater infrastructure design.
  - 4. San Ignacio golf course well evaluation for becoming a potable water well. Initial Engineering costs should remain as part of the current FY2023-24 Capital Budget. Detailed Engineering, infrastructure equipment changes, and well site control changes will be included in the FY2024-25 Capital Budget.
- D. Financial Advisory Committee – Chair, John Green
  - 1. January 2024 Financial Report. The committee has reviewed the January financial figures and found no concerns.
  - 2. FY2023-24 Budget update.
- Motion to approve a \$3.00 surcharge be applied to the March through June 2024 billing cycles for residential and commercial customers.  
 Moved: Bob Hedden                      2<sup>nd</sup>: George Orndorff                      Approved: 5/0                      Abstain: Chair
  - 3. FY2024-25 Budget Planning. The Board directed the District Manager to use a potential 10% rate increase when formulating the 2024-25 budget. The first draft of the FY2024-25 Budget will be presented at the Financial Committee meeting in March.
- E. Personnel Advisory Committee – Chair, Hart Krumrine. The committee presented the formal version of the GVWD Employee Manual for Board approval.
- Motion to adopt the 2024 version of the GVWD Employee Manual as presented with the following revisions:
  - 1. The Index title of section 2.11 was corrected from 'Like' to 'Life.'
  - 2. Deleted section 7.2.6.10. as the information is duplicated elsewhere within the Manual
  - 3. Revised section 7.3 paragraph 1 to state, "GVWD will, (in January of every year), obtain and review the driving records of all employees authorized to drive GVWD vehicles."
 Moved: George Orndorff                      2<sup>nd</sup>: Hart Krumrine                      Approved: 5/0                      Abstain: Chair
  - 3. Call to the Public – Chair, Eric Sullwold. No comments.
  - 4. Announcements – Clerk of the Board, Luis Rodriguez
    - A. The next Advisory Committee meetings are scheduled for Monday, March 25<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee and Personnel Advisory Committee meetings.
    - B. The next Board of Directors meeting is scheduled for Thursday, March 28<sup>th</sup>, 2024, at 9:30AM.
- 5. Adjournment
- F. Motion to adjourn the meeting.  
 Move: Darlene Hollingsworth                      2<sup>nd</sup>: Hart Krumrine                      Approved: 5/0                      Abstain: Chair

The meeting was adjourned at 11:13AM.

Minutes approved March 28<sup>th</sup>, 2024.



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

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

**Thursday, March 28<sup>th</sup>, 2024, at 9:30AM  
at the Green Valley Water District Conference Room  
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom Video Conference. To access this meeting remotely, please email the Clerk of the Board at [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) to request an invitation. Submit your email request a minimum of 1 business day in advance.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the Board Meeting Minutes of February 22<sup>nd</sup>, 2024.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
  - Discussion and possible motion to appoint Edwin Storey to the Board of Directors.
  - Discussion and possible motion to revise the start time and day of future Board of Director meetings.
  - 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. FlexNet Project update
    2. Calle Tres Booster Station update
    3. Canoa Ranch residential development update
    4. San Ignacio golf course well evaluation for becoming a potable water well.
  - D. Financial Advisory Committee – Chair, John Green
    1. February 2024 Financial Report.
    2. FY2024-25 Budget Planning
3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by speakers. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card which is available from the Clerk of the Board.
4. Announcements – Clerk of the Board, Luis Rodriguez

- A. The next Advisory Committee meetings are scheduled for Monday, April 22<sup>nd</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee meeting.
  - B. The next Board of Directors meeting is scheduled for Thursday, April 25<sup>th</sup>, 2024, at 9:30AM.
5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## **Green Valley Domestic Water District**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Thursday, March 28<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold George (Doctor) Orndorff Joseph (Hart) Krumrine	Robert (Bob) Hedden Darlene (Dar) Hollingsworth
Board Directors Absent	John Green	
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	Edwin (Ed) Storey	
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Vice Chair of the Board, Darlene Hollingsworth.
  - A. The meeting was called to order at 9:30AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with five (5) Board members present.
  - B. Approval of February 22<sup>nd</sup>, 2024, Board Meeting Minutes.
- Motion to approve the February 22<sup>nd</sup>, 2024, Board Meeting Minutes.  
 Moved: George Orndorff      2<sup>nd</sup>: Darlene Hollingsworth      Approved: 4/0      Abstain: Chair
2. General Business
  - A. Administrative – Chair, Eric Sullwold
  - Motion to appoint Edwin Storey to the Board of Directors  
 Moved: George Orndorff      2<sup>nd</sup>: Hart Krumrine      Approved: 4/0      Abstain: Chair  
 Oath of office for newly appointed Director – Clerk, Luis Rodriguez  
 Edwin Storey was duly sworn in and signed the Loyalty Oath of Office form.
  - Motion to revise the Board of Director meetings start time and day to the fourth Wednesday of each month at 9:00AM. November and December meetings are scheduled for the third Wednesday at 9:00AM.  
 Moved: George Orndorff      2<sup>nd</sup>: Bob Hedden      Approved: 5/0      Abstain: Chair
  - B. District Manager, Dara Duffy
    1. Monthly Operations Report.
      - a. A leak was repaired at the new fire station meter.
      - b. Approximately 50 meters were changed out in February.
      - c. The Field Technician training is progressing well. He is scheduled to take his Operator 1 exam April 4<sup>th</sup>.
    2. Current Capital Budget. The YTD Budget was compared against YTD Actuals. No concerns were found.
    3. Monthly Task List
      - a. Continued development of DRAFT FY2024-25 Budget. The final version will be presented to the Board of Directors for adoption at their May 22<sup>nd</sup>, 2024 meeting.
      - b. Continued work on the design of the Calle Tres booster station.
      - c. Research continues to convert to full page billing. Pima County Wastewater confirmed their interest in having the District to become their billing agent.
  - C. Technical Advisory Committee – Chair, Bob Hedden.
    1. FlexNet project update.
      - a. The programming push to update existing meters is complete. No additional iPERL meters will be received for the remainder of FY2023-24. Deliveries will resume in July 2024.

- b. Received 54 single port MXUs and 54 dual port MXUs in February. On March 27<sup>th</sup>, received an additional 129 single port MXUs and 206 dual port MXUs. This completes the allotment for the current FY2023-2024.
- 2. Calle Tres Booster Station update.
  - a. The cost for the engineering of the booster station was initially forecasted for completion in FY2023-24. Contracts for the infrastructure work, SCADA System upgrade, and the block security wall have been received. These actual contract costs will exceed the project cost in the Capital Budget. The project is now scheduled for completion by the end of FY2023-24.
- 3. Canoa Ranch residential development update.
  - a. Pima Wastewater has received a quote for the installation of the sewer line. Based on the high cost for the new sewer line, the County has approved the installation of temporary lift stations. Initial construction may begin on the 27-South expansion by the end of 2024 calendar year. Drawings have yet to be provided to the District.
- 4. San Ignacio golf course well evaluation for becoming a potable water well. Research continues for the feasibility of the project.
- D. Financial Advisory Committee – Business Operations Supervisor, Lora Burrueal for Committee Chair John Green, as John was absent.
  - 1. February 2024 Financial Report. The financial figures were reviewed, and no concerns were found.
    - a. FY2024-25 Budget Planning. The District presented the first DRAFT of the budget at the March 25<sup>th</sup> Financial Committee meeting. The DRAFT continues to be evaluated in preparation for adoption at the Board meeting May 22<sup>nd</sup>, 2024.
- 4. Call to the Public – Chair, Eric Sullwold. No comments.
- 5. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings will be held on Monday, April 22<sup>nd</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee meetings.
  - B. The next Board of Directors meeting is scheduled for Wednesday, April 24<sup>th</sup>, 2024, at 9:00AM.
- 6. Adjournment
- E. Motion to adjourn the meeting.
 

Move: Darlene Hollingsworth    2nd: George Orndorff    Approved: 5/0    Abstain: Chair

The meeting was adjourned at 10:56AM.

Minutes approved April 24<sup>th</sup>, 2024

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting  
Wednesday, April 24<sup>th</sup>, 2024, immediately following the 9:00AM Public  
Hearing at the Green Valley Water District Conference Room  
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of 1 business day in advance to request an invitation.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the March 28<sup>th</sup>, 2024 Board Meeting Minutes.
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. FlexNet Project update
    2. Calle Tres Booster Station update
    3. Canoa Ranch residential development update
    4. San Ignacio golf course well site being transformed to a potable water well.
  - D. Financial Advisory Committee – Chair, John Green
    1. March 2024 Financial Report
    2. FY2024-25 Proposed Budget Presentation
- Discussion and possible motion to approve a 10% rate increase for residential and commercial customers.
3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by speakers. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card which is available from the Clerk of the Board.

4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings are scheduled for Monday, May 20<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
  - B. The Public Hearing regarding a proposed 10% rate increase for Residential and Commercial customers is scheduled for Wednesday, May 22<sup>nd</sup>, 2024, at 9:00AM
  - C. The next Board of Directors meeting is scheduled for Wednesday, May 22<sup>nd</sup>, 2024, immediately following the Public Hearing.
5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

**Green Valley Domestic Water District**

By:   
Luis Rodriguez, Clerk of the Board

**Posted: April 23<sup>rd</sup>, 2024 @ 9:00AM**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Wednesday, April 24<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold Joseph (Hart) Krumrine John Green	Robert (Bob) Hedden George (Doctor) Orndorff – via video Edwin (Ed) Storey
Board Directors Absent	Darlene (Dar) Hollingsworth	
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	None	
Clerk of the Board:	Absent	

1. Call to Order and Roll Call –Chair, Eric Sullwold
  - A. The meeting was called to order at 9:00AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with six (6) Board members present.
  - B. Approval of March 28<sup>th</sup>, 2024, Board Meeting Minutes.
- Motion to approve the March 28<sup>th</sup>, 2024, Board Meeting Minutes.  
 Moved: Ed Storey      2<sup>nd</sup>: George Orndorff      Approved: 5/0      Abstain: Chair
2. General Business
  - A. Administrative – Chair, Eric Sullwold. The next Strategy Committee meeting is tentatively scheduled for May 8<sup>th</sup>, 9:00AM.
  - B. District Manager, Dara Duffy
    1. Monthly Operations Report.
      - a. The new Field Technician passed his Distribution Operator exam and has been promoted to Operator I.
      - b. The front office will be short 1 person for 6 weeks.
    2. Current Capital Budget. The YTD Budget was compared against YTD Actuals. No concerns were found.
    3. Monthly Task List
      - a. Engaged Riley Engineering to complete the modeling and price quote for the hydrology study of the property south of the Escondido Wash. Initial price quote did not address all the District’s requirements. The final price quote will be distributed to the Board.
      - b. The District met with Clear Creek Associates to determine the requirements to convert the San Ignacio Well to a potable water site. Considerable water samples will have to be obtained and submitted to ADEQ before any conversion can take place.
  - C. Technical Advisory Committee – Chair, Bob Hedden.
    1. FlexNet project update.
      - a. Field and Office staff worked together to correct approximately 60 meters/MXUs which could not be programmed during the initial programming push.
      - b. Approximately 180 meters were changed out in March.
      - c. Over 300+ meters, 110 Single Port MXU’s, and 125 dual port MXU’s will be carried over into next fiscal year Capital Budget to complete this portion of the FlexNet project.
      - d. The next phase of the project will include the Commercial meters and Residential meters 1 inch and larger. This project is included in the FY2024-25 Capital Budget.

2. Calle Tres Booster Station update. Start of Project has been delayed. The District is trying to meet with the primary contractor (Bestway Electric) to obtain a revised start date.
3. Canoa Ranch residential development update.
  - a. District continues to wait for the Block 27-S development drawings from WLB Engineering.
  - b. The District will schedule a meeting with the Developer associated with development south of the Escondido Wash. Major topics include schedule and location of initial development. The District also needs to outline required “Booster station” equipment and size of facility. Location of the Booster station can be suggested by Developer.
  - c. Developer is working with Pima County to obtain necessary permits for construction. Approved Plat must be obtained prior to issuance of various construction permits.
  - d. Discussed how GVWD needs to be involved in any discussion associated with installation of a Wastewater line that would cause the current water line to the I-19 Rest Area to be replaced.
4. San Ignacio golf course well evaluation. Research continues for the feasibility of the project.
  - a. WLB has concluded the current well site has the capability to meet GVWD’s additional potable water demand.
  - b. The District will schedule a meeting with the Golf Course owner to discuss conversion of the subject well site from an irrigation to potable water well site.
  - c. The San Ignacio well project has been included in the 2024-2025 Capital Budget.
- D. Financial Advisory Committee – Committee Chair John Green.
  1. March 2024 Financial Report. The financial figures were reviewed, and no concerns were found.
  2. FY2024-25 Budget Planning.
    - a. The DRAFT Budget was reviewed and will be presented for adoption at the Board of Director meeting May 22<sup>nd</sup>, 2024.
    - b. The proposed 10% rate increase for Residential and Commercial customers will be presented at the Public Hearing on Wednesday, May 22<sup>nd</sup>, 2024.
  3. Debt Ratio. Discussed establishing a process to ensure the District’s Debt Ratio remains above 130%.
    - Motion to have the District Manager notify the Board when the Debt Ratio falls below 130% by adding the topic to the following month’s Board of Directors agenda for discussion.  
 Moved: Ed Storey      2<sup>nd</sup>: George Orndorff      Approved: 5/0      Abstain: Chair
3. Call to the Public – Chair, Eric Sullwold. No comments.
4. Announcements – Chair, Eric Sullwold.
  - A. The next Strategy Committee meeting is tentatively scheduled for May 8<sup>th</sup>, 9:00AM.
  - B. The next Advisory Committee meetings are scheduled for Monday, May 20<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM followed by the Financial Advisory Committee meetings.
  - C. The Public Hearing is scheduled for Wednesday, May 22<sup>nd</sup>, 2024, at 9:00AM regarding a proposed 10% rate increase for Residential and Commercial customers.
  - D. The next Board of Directors meeting is scheduled for Wednesday, May 22<sup>nd</sup>, 2024, immediately following the Public Hearing.
5. Adjournment
  - Motion to adjourn the meeting.  
 Move: Bob Hedden      2nd: Hart Krumrine      Approved: 5/0      Abstain: Chair



The meeting was adjourned at 10:14AM.

Minutes approved May 22<sup>nd</sup>, 2024

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting  
Wednesday, May 22<sup>nd</sup>, 2024, immediately following the 9:00AM Public  
Hearing at the Green Valley Water District Conference Room  
3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of 1 business day in advance to request an invitation.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the March 28<sup>th</sup>, 2024 Board Meeting Minutes.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
  - B. Financial Advisory Committee – Chair, John Green
    1. April 2024 Financial Report
    2. FY2024-25 Budget
  - Discussion and possible motion to approve 10% rate increase for residential and commercial customers.
  - Discussion and possible motion to approve the FY2024-25 Budget
  - C. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report
    2. Current Capital Budget
    3. Monthly Task List
  - D. Technical Advisory Committee – Chair, Bob Hedden.
    1. FlexNet Project update
    2. Calle Tres Booster Station update
    3. Canoa Ranch residential development update
    4. San Ignacio golf course well site being transformed to a potable water well.
3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by the speaker. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card which is available from the Clerk of the Board.

4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. Three (3) open Director positions for the November 5<sup>th</sup>. Pima County General Election.
  - B. The next Advisory Committee meetings are scheduled for Monday, June 24<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
  - C. The next Board of Directors meeting is scheduled for Wednesday, June 26<sup>th</sup>, 2024.
5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## **Green Valley Domestic Water District**

Persons with a disability may request a reasonable accommodation by contacting GVWD at (520) 625-9112 a minimum of 1 business day in advance of the meeting to facilitate the accommodation. The meeting location is ADA compliant.

**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Wednesday, May 22<sup>nd</sup>, 2024**

Board Directors Present:     Eric Sullwold                             Joseph (Hart) Krumrine – departed 11:14  
    Robert (Bob) Hedden                     George (Doctor) Orndorff  
    Edwin (Ed) Storey                         John Green  
    Darlene (Dar) Hollingsworth

Board Directors Absent

District Staff Present:     Dara Duffy                             Lora Burruel

Public Present:                 None

Clerk of the Board:             Luis Rodriguez

1. Call to Order and Roll Call –Chair, Eric Sullwold
  - A. The meeting was called to order at 10:46AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with seven (7) Board members present.
  - B. Approval of March 28<sup>th</sup>, 2024, Board Meeting Minutes.
- Motion to approve the April 24, 2024, Board Meeting Minutes  
 Moved: George Orndorff     2<sup>nd</sup>: Ed Storey     Approved: 6/0     Abstain: Chair
2. General Business
  - A. Financial Advisory Committee – Chair, John Green
    1. April 2024 Financial Report. The financial figures were reviewed, and no concerns were found.
    2. FY2024-25 Proposed Budget. The proposed FY2024-25 Budget was discussed and agreed upon.
  - Motion to approve Resolution 2024-001 for the FY2024-25 rate increase of seven (7) percent in addition to the previously approved three (3) percent for a total of ten (10) percent rate increase for all residential and commercial customers.  
 Moved: Hart Krumrine     2<sup>nd</sup>: George Orndorff     Approved: 6/0     Abstain: Chair
  - Motion to adopt FY2024-25 Budget as presented by the Financial Advisory Committee.  
 Moved: John Green     2<sup>nd</sup>: Dar Hollingsworth     Approved: 6/0     Abstain: Chair
  - B. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report
      - a. FlexNet. District staff replaced approximately 80 meters in April.
      - b. The current debt ratio is 142%.
      - c. Continuing work to correct meter read issue on double meter boxes where one meter is an SR2 and the other an iPearl. This will be priority change outs after the upcoming monthly meter reading.
      - d. The 2024 State of the District Report was distributed to the Board and will be posted on the District website.
    2. Current Capital Budget. The YTD Budget was compared against Year-to-Date (YTD) Actuals. No concerns were found.
    3. Monthly Task List
      - a. Met with Riley Engineering via Zoom to discuss the detailed requirements for modeling south of the Escondido Wash.
      - b. Met with Bill Walker of WLB. The plan is to begin construction in Block 27S by late summer.

- c. San Ignacio golf course upgrade. DM and Board Chair met with Jeff Eckert of San Ignacio golf course to explain the District's intentions with the well.
    - d. Calle Tres Booster Station upgrade. New pumps and motors have been installed.
  - C. Technical Advisory Committee – Chair, Bob Hedden.
    - 1. FlexNet Project update
      - a. Refer to Section 2.B.3.
    - 2. Calle Tres Booster Station update
      - a. Refer to 2.B.3.
    - 3. Canoa Ranch residential development update
      - a. Refer to Section 2.B.3.
    - 4. San Ignacio golf course well site being transformed to a potable water well.
      - a. Refer to Section 2.B.3.
  - 3. Call to the Public – Chair, Eric Sullwold. No Comments.
  - 4. Announcements – Clerk of the Board, Luis Rodriguez
    - A. Three (3) Director positions are open for the November 5<sup>th</sup>. Pima County General Election.
    - B. The next Advisory Committee meetings are scheduled for Monday, June 24<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
    - C. The next Board of Directors meeting is scheduled for Wednesday, June 26<sup>th</sup>, 2024.
  - 4. Adjournment
    - Motion to adjourn the meeting.
- Move: Dar Hollingsworth      2nd: John Green      Approved: 6/0      Abstain: Chair

The meeting was adjourned at 11:28AM.

Minutes approved at the Board meeting June 26<sup>th</sup>, 2024.

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting**  
**Wednesday, June 26<sup>th</sup>, 2024 at 9:00AM**  
**at the Green Valley Water District Conference Room**  
**3200 S. Camino Del Sol, Green Valley, AZ**

The public is invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of 1 business day in advance to request an invitation.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the May 22<sup>nd</sup>, 2024, Board Meeting Minutes.
- Motion to approve the May 22<sup>nd</sup>, 2024, Public Hearing Minutes.
2. General Business
  - A. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report
    2. Current Capital Budget
    3. Monthly Task List
  - B. Technical Advisory Committee – Chair, Bob Hedden.
    1. Capital Budget
      - a. FY2023-24
      - b. FY2024-25
    2. FlexNet project – update
    3. Calle Tres Booster Station project - update
    4. Canoa Ranch expansion – update
      - a. Block 27-South
      - b. Canoa Ranch South of the Escondido Wash
  - C. Financial Advisory Committee – Chair, John Green
    1. May 2024 Financial Report
    2. FY2024-25 Budget
  - D. Administrative - Chair, Eric Sullwold
    1. Discussion and possible motion to suspend Board of Directors and committee meetings for July and August 2024.
- Motion to suspend the Board of Directors and committee meetings for July and August 2024.
  2. Monthly GVWD informational sessions
  3. Resignation of Director, Bob Hedden

3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card which is available from the Clerk of the Board. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by the speaker.

4. Announcements – Clerk of the Board, Luis Rodriguez

A. Open Board of Director positions – Update.

B. The next Advisory Committee meetings are scheduled for Monday, September 23<sup>rd</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.

C. The next Board of Directors meeting is scheduled for Wednesday, September 25<sup>th</sup>, 2024 at 9:00AM.

5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## Green Valley Domestic Water District

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Wednesday, June 26<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold Robert (Bob) Hedden Edwin (Ed) Storey	Joseph (Hart) Krumrine George (Doctor) Orndorff Darlene (Dar) Hollingsworth
Board Directors Absent	John Green	
District Staff Present:	Dara Duffy	
Public Present:	Mike Cochran Karen Thornton	Pat Carlstad Tom Berezny
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
  - A. The meeting was called to order at 9:00AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with six (6) Board members present.
  - B. Approval of May 22<sup>nd</sup>, 2024, Board Meeting Minutes.
  - Motion to approve the May 22<sup>nd</sup>, 2024, Board Meeting Minutes.  
 Moved: George Orndorff      2<sup>nd</sup>: Ed Storey      Approved: 5/0      Abstain: Chair
  - C. Approval of May 22<sup>nd</sup>, 2024, Public Hearing Minutes.
  - Motion to approve the May 22<sup>nd</sup>, 2024, Public Hearing Minutes  
 Moved: Hart Krumrine      2<sup>nd</sup>: George Orndorff      Approved: 5/0      Abstain: Chair
2. General Business
  - A. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report
      - a. Calle Tres Booster station upgrade is nearing completion. The SCADA programming will occur in July, but the invoice will be dated for this fiscal year.
      - b. Debt Ratio coverage is at 150%.
      - c. Current Capital Budget. The current FY Capital Budget was compared with the Year-to-Date (YTD) Actuals. No concerns were found.
    2. Monthly Task List
      - a. New well site study. The DM viewed/evaluated 4 locations on San Ignacio golf course property. The District requires a face-to-face meeting with Morgan North prior to moving forward.
      - b. Modeling for south of the Escondido Wash. Received signed contract from Riley Engineering for project completion.
      - c. Conversion to full page billing. The format template requires additional minor changes prior to outsourcing the bill printing/mailing.
      - d. Upgrading of San Ignacio golf course well. WLB plans to submit bid packets for the upgrade by the end of July 2024.
  - B. Technical Advisory Committee – Chair, Bob Hedden.
    1. FlexNet Project update.
      - a. The expectation is the remaining meters and MXUs will be received by the end of June 2024.
    2. Calle Tres Booster Station update. The Chair visited the booster station and mentioned how nice it looks as it nears completion. The Chair suggests standardizing the look at every District well site/booster station to provide a positive, professional image of the District to its customers and the public.
    3. Canoa Ranch residential development update.



- a. The timeline for the 27 South development is still unknown. This is due to multiple factors including wastewater issues and the current housing market. The timeline for the development south of the Escondido Wash is still unknown.
- b. San Ignacio golf course well conversion to a potable water well. Refer to the Monthly Task List: 2.A.2.d.
- D. Financial Advisory Committee – Chair, John Green
  - a. May 2024 Financial Report. The financial figures were reviewed, and no concerns were found. The June Financial Reports will be distributed in the latter part of July in preparation for the FY2023-24 Financial Audit.
  - b. FY2023-24 Budget. The FY2023-24 Budget was reviewed and no concerns were found.
- E. Administrative - Chair, Eric Sullwold
  - a. Discussion and possible motion to suspend Board of Directors and committee meetings for July and August 2024.
- Motion to suspend the Board of Directors and committee meetings for July and August 2024.  
 Moved: Dar Hollingsworth 2<sup>nd</sup>: George Orndorff Approved: 5/0 Abstain: Chair
  - b. Monthly GVWD informational sessions. Directors were asked to submit topics which he/she wishes to learn more about. The DM will then prepare brief informational sessions to present at Board of Director meetings beginning in September 2024.
  - c. Resignation of Director, Bob Hedden. The Chair recognized Bob Hedden for 22 years of dedicated service to GVWD.
  - d. Discussion and possible motion to adopt Resolution 2024-003 acknowledging Robert (Bob) Hedden for his twenty-two (22) years of voluntary service to the Green Valley Domestic Water Improvement District.
- Motion to adopt Resolution 2024-003 to acknowledge Robert (Bob) Hedden for his twenty-two (22) years of voluntary service to the Green Valley Domestic Water Improvement District.  
 Moved: Dar Hollingsworth 2<sup>nd</sup>: George Orndorff Approved: 4/0 Abstain: Chair and Bob Hedden
- 3. Call to the Public – Chair, Eric Sullwold. No Comments.
- 4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. Director positions – Update. Effective January 2025 there will be three (3) Board of Director positions open. Two (2) candidates have submitted their nomination packets to the County for the November 5<sup>th</sup> Pima County General Election. The deadline for submittal is July 08<sup>th</sup>.
  - B. The next Advisory Committee meetings are scheduled for Monday, September 23<sup>rd</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
  - C. The next Board of Directors meeting is scheduled for Wednesday, September 25<sup>th</sup>, 2024.
- 4. Adjournment
- Motion to adjourn the meeting.  
 Move: Dar Hollingsworth 2<sup>nd</sup>: George Orndorff Approved: 5/0 Abstain: Chair  
 The meeting was adjourned at 10:06AM

Minutes approved September 25<sup>th</sup>, 2024.

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting**  
**Wednesday, September 25<sup>th</sup>, 2024, at 9:00AM**  
**at the Green Valley Water District Conference Room**  
**3200 S. Camino Del Sol, Green Valley, AZ**

You are invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of one (1) business day in advance to request an invitation. Pursuant to Arizona Revised Statutes A.R.S. § 38-431.03(A)(3), the Board of Directors may determine the need to conduct an Executive Session.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the June 26<sup>th</sup>, 2024, Board Meeting Minutes.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Board of Director open positions update
  - 2. Discussion and possible motion to appoint Lee Lemas to the Board of Directors
3. Operations Report – District Manager, Dara Duffy
  - A. Monthly Operations Report
  - B. Current Capital Budget
  - C. Monthly Task List
4. Technical Advisory Committee – Chair, Ed Storey
  - A. Lightning and what more we might do
  - B. Extending the sewer line to Amado
  - C. Diesel backup and regular testing
  - D. Results of Riley meeting on September 9<sup>th</sup>
  - E. San Ignacio well modifications update
  - F. Calle Tres Booster station upgrade update
5. Financial Advisory Committee – Chair, John Green
  - A. June 2024 Financial Report
  - B. FY2023-24 Audit Report
  - C. July, August 2024 Financial Report
6. Water Conservation presentation – Director, Lee Lemas
7. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card available from the Clerk of the Board. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H),

members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken by the Board will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by the speaker.

8. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings are scheduled for Monday, October 21<sup>st</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
  - B. The next Board of Directors meeting is scheduled for Wednesday, October 23<sup>rd</sup>, 2024, at 9:00AM.
9. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## **Green Valley Domestic Water Improvement District**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT  
BOARD OF DIRECTORS  
MEETING MINUTES  
Wednesday, September 25<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold John Green Edwin (Ed) Storey	Joseph (Hart) Krumrine Darlene (Dar) Hollingsworth Lee Lemas (appointed at 9:28AM)
Board Directors Absent	George (Doctor) Orndorff	
District Staff Present:	Dara Duffy	Lora Burruel
Public Present:	None	
Clerk of the Board:	Luis Rodriguez (via video @ 9:12AM)	

1. Call to Order and Roll Call – Chair, Eric Sullwold
  - A. The meeting was called to order at 9:00AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with five (5) Board members present.
  - B. Approval of June 26<sup>th</sup>, 2024, Board Meeting Minutes.
- Motion to approve the June 26<sup>th</sup>, 2024, Board Meeting Minutes.  
 Moved: Ed Storey      2<sup>nd</sup>: Dar Hollingsworth      Approved: 4/0      Abstain: Chair
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. The Chair distributed a GVDWID Discussion Points containing nine (9) items to be addressed through the remainder of FY2024-25.
    2. Board of Director open positions update. Pima County has confirmed the Director positions were uncontested. Therefore, by acclamation, Lee Lemas and Ed Storey will be sworn into office at the December Board meeting.
    3. Advisor Recruiting. The current advertising efforts have yet to yield any interest. The District has placed a large recruiting banner in the lobby and will place the recruiting ad on the back of October’s water bill.
    4. Discussion and possible motion to appoint Lee Lemas to the Board of Directors
  - Motion to appoint Lee Lemas to the Board of Directors  
 Moved: Hart Krumrine      2<sup>nd</sup>: Ed Storey      Approved: 4/0      Abstain: Chair
  - B. Operations Report – District Manager, Dara Duffy
    1. Monthly Operations Report
      - a. Calle Tres Booster Station upgrade is complete except for the rolling gate.
      - b. Debt Ratio coverage is at 165%.
    2. Current Capital Budget. Refer to the Financial Committee report Section 2.D.
    3. Monthly Task List
      - a. The media change is complete. The work began September 10<sup>th</sup>, and the system was back online September 11<sup>th</sup>.
      - b. Cotonia Wellsite cooling unit failure. The air conditioning unit which serves the drive control panel failed due to a defective capacitor and a coolant leak. The DM was able to avoid the significant cost of replacing the entire A/C unit by purchasing the parts and accomplishing the repairs in-house. The unit is fully functional again.
      - c. Conversion to full page billing. The purchase order has been approved for programming time for our billing software provider to create full page bill files for us. The District will analyze all factors prior to proceeding with the project.

- d. Riley Engineering Report. Riley Engineering will provide their report at the October 21<sup>st</sup> Technical advisory committee meeting.
  - e. New well site update. The new well site has been selected. Awaiting Riley Engineering's report to confirm the need for an additional well.
  - f. The DM shared her career and educational background with the Board. The information was appreciated and beneficial to everyone present.
  - g. The DM will conduct a tour of the District's sites for the Board members and Clerk. The tour will be divided into teams:
    - Hart Krumrine & Lee Lemas
    - John Green, Ed Storey, and Darlene Hollingsworth
    - George Orndorff & Luis Rodriguez
- C. Technical Advisory Committee – Chair, Ed Storey.
- 1. Lightning Protection. The replacement antenna & connections are more robust and should offer better protection against future strikes.
  - 2. Extending Pima County Sewer Line to Amado. This will likely be a 2-phase process. The new sewer line will be between the West Frontage road and I-19. Even though it does not directly impact the GVWD infrastructure, it is the holding item for future expansion to the south. Work is not likely to happen before 2025.
  - 3. Backup Diesel Testing. Some work is required to ensure the wiring is correct and there is a standard operating procedure. Operator safety is important. This will include regular test changeovers to ensure all is working well.
  - 4. Riley Engineering Report. Refer to Operations Report section 2.B.3.
  - 5. MXU Upgrades. There are some battery failures occurring, necessitating replacement. The batteries are not individually replaceable.
  - 6. Calle Tres Booster Station. Refer to Operations Report section 2.B.1.
- D. Financial Advisory Committee – Chair, John Green
- 1. FY2023-24 Audit Report. CliftonLarsonAllen LLP will provide their Draft Audit report to the Financial advisory committee at the October 21<sup>st</sup> committee meeting.
  - 2. June 2024 Financial Report.
    - a. Minor edits are being accomplished by the District. The main issue continues to be a software issue impacting Cash Flow reporting. The issue is being addressed with Sage Group.
    - b. The June 2024 Financial Statement will be electronically distributed to the Board prior to the Auditor's draft audit report presentation at the October 21<sup>st</sup> Financial advisory committee meeting.
  - 3. The current FY Capital Budget was compared with the Year-to-Date (YTD) Actuals. No concerns were found.
  - 4. July, August 2024 Financial Report. The current FY Capital Budget was compared with the Year-to-Date (YTD) Actuals. No concerns were found.
- E. Water Conservation and Drought Ad Hoc Committee – Chair, Lee Lemas. The Water Conservation and Drought committee's goal is to have our customers accept some responsibility for water conservation and become part of the solution. The committee consists of Chair Lee Lemas, Hart Krumrine, and Ed Storey. The District Manager will create draft policies and procedures which will be reviewed at the next Water Conservation and Drought committee meeting. The final policies and procedures will be presented to the public at the May 2025 Public Hearing at which time it will be incorporated into the District's Rules and Regulations.

3. Call to the Public – Chair, Eric Sullwold. No Comments.
4. Announcements – Chair, Eric Sullwold
  - A. The next Advisory Committee meetings are scheduled for Monday, October 21<sup>st</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
  - B. The next Board of Directors meeting is scheduled for Wednesday, October 23<sup>rd</sup>, 2024, at 9:00AM.
5. Adjournment
  - Motion to adjourn the meeting.  
Move: Hart Krumrine 2nd: Darlene Hollingsworth Approved: 5/0 Abstain: Chair

The meeting was adjourned at 10:53AM

Minutes approved at the October 23<sup>rd</sup>, 2024, Board of Directors meeting.

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting**  
**Wednesday, October 23<sup>rd</sup>, 2024, at 9:00AM**  
**at the Green Valley Water District Conference Room**  
**3200 S. Camino Del Sol, Green Valley, AZ**

You are invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of one (1) business day in advance to request an invitation. Pursuant to Arizona Revised Statutes A.R.S. § 38-431.03(A)(3), the Board of Directors may determine the need to conduct an Executive Session.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the September 25<sup>th</sup>, 2024, Board of Directors Meeting Minutes.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Board of Directors meeting agenda realignment
3. Operations Report – District Manager, Dara Duffy
  - A. District Managers Report
    1. Current Operations
      - a. Project Reports
      - b. Financial update
      - c. Questions regarding the Task List
  - B. Technical Advisory Committee – Chair, Ed Storey
    - a. Riley Engineering Report – update
  - C. Financial Advisory Committee – Chair, John Green
    - a. June 2024 Financial Report
    - b. FY2023-24 Financial Audit Report update
    - c. September 2024 Financial Report
  - D. Water Conservation Advisory Committee update – Chair, Lee Lemas
4. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card available from the Clerk of the Board. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any

item that is not specifically listed on this agenda. Therefore, action taken by the Board will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by the speaker.

5. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings are scheduled for Monday, November 18<sup>th</sup>, 2024. The Technical Advisory Committee meeting begins at 8:00AM immediately followed by the Financial Advisory Committee meeting.
  - B. The next Board of Directors meeting is scheduled for Wednesday, November 20<sup>th</sup>, 2024, at 9:00AM.
6. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## **Green Valley Domestic Water Improvement District**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**Wednesday, October 23<sup>rd</sup>, 2024**

Board Directors Present:	Eric Sullwold	Joseph (Hart) Krumrine
	John Green	Darlene (Dar) Hollingsworth
	Edwin (Ed) Storey	Lee Lemas
	George (Doctor) Orndorff via video	

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**Board Directors Absent**

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District Staff Present:	Dara Duffy	Lora Burruel
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Public Present:	None
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Clerk of the Board:	Luis Rodriguez
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1. Call to Order and Roll Call – Chair, Eric Sullwold
  - A. The meeting was called to order at 9:04AM by Chair, Eric Sullwold. Roll call was taken, and a quorum was announced with seven (7) Board members present.
  - B. Approval of September 25<sup>th</sup>, 2024, Board Meeting Minutes.
- Motion to approve the September 25<sup>th</sup>, 2024, Board Meeting Minutes.  
Moved: Ed Storey                      2<sup>nd</sup>: Hart Krumrine                      Approved: 6/0                      Abstain: Chair
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Board of Directors meeting agenda realignment
      - a. The realignment of the Board meeting agenda was reviewed and will take effect with the November Board meeting.
    2. Operations Report – District Manager, Dara Duffy
      - a. Project Report
        - i. In a continuing effort to provide a greater understanding of the District facilities Dara Duffy, the District Manager, led several tours for Directors and Board staff to get a firsthand look at how the District meets the needs of their customers.
        - ii. The Calle Tres Booster station rolling gate and locking receiver have been installed. The project is complete.
        - ii. Thirty-nine (39) meters had dead batteries. The battery is under warranty but is not replaceable in the field. Therefore, new meters have been purchased with a prorated refund to be returned to the District.
      - b. Financial Update. The September financials were presented and discussed. No concerns were found.
      - c. Questions regarding the Task List.
        - i. The Task List was discussed. No concerns were found.
    3. Technical Advisory Committee – Chair, Ed Storey
      - a. Riley Engineering representative, Gwen Woods attended the October 21<sup>st</sup> Technical committee meeting via Zoom. The draft report was presented, discussed, and accepted as presented. Riley Engineering will have the final version of the report available by the November 20<sup>th</sup> Board of Directors meeting.

4. Financial Advisory Committee – Chair, John Green
  - a. June 2024 Financial Report. The final version of the June 2024 Financial report was presented. The report was accepted as presented.
  - b. FY2023-24 Financial Audit Report update. The auditors will present their FY2023-24 fiscal year draft report at the November 18<sup>th</sup>, 2024, Financial committee meeting.
  - c. September 2024 Financial Report. The Committee and Business Operations Supervisor have completed the format revisions to the District’s financial report to align with audit reports.
5. Water Conservation Advisory Committee update – Chair, Lee Lemas. The Committee’s final version of the policies and procedures will be available to the public in May 2025.
3. Call to the Public – Chair, Eric Sullwold. No Comments.
4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. The next Advisory Committee meetings are scheduled for Monday, November 18<sup>th</sup>, 2024. The Financial Advisory Committee meeting begins at 8:00AM immediately followed by the Technical Advisory Committee meeting.
  - B. The next Board of Directors meeting is scheduled for Wednesday, November 20<sup>th</sup>, 2024, at 9:00AM.
5. Adjournment
  - Motion to adjourn the meeting.  
Move: Darlene Hollingsworth    2nd: George Orndorff    Approved: 6/0    Abstain: Chair

The meeting was adjourned at 10:06AM.

## **Green Valley Domestic Water Improvement District**

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting**  
**Wednesday, November 20<sup>th</sup>, 2024, at 9:00AM**  
**at the Green Valley Water District Conference Room**  
**3200 S. Camino Del Sol, Green Valley, AZ**

You are invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of one (1) business day in advance to request an invitation. Pursuant to Arizona Revised Statutes A.R.S. § 38-431.03(A)(3), the Board of Directors may determine the need to conduct an Executive Session.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the October 23<sup>rd</sup>, 2024, Board of Directors Meeting Minutes.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. 2025 Public Meeting Calendar
  - B. Operations Report - District Manager, Dara Duffy
    1. Current Operations
      - a. Project Report
      - b. Financials update
      - c. Questions regarding the Task List
  - C. Financial Advisory Committee – Chair, John Green
    1. FY2023-24 Financial Audit Report update
    2. October 2024 Financial Report
  - D. Technical Advisory Committee – Chair, Ed Storey
    1. Pima County Department of Environmental Quality (PDEQ) update
    2. Emergency Standard Operating Procedures (SOP) update
1. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card available from the Clerk of the Board. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H), members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken by the

Board will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by the speaker.

2. Announcements – Clerk of the Board, Luis Rodriguez
  - A. 2025 Board of Directors Chair and Vice Chair elections: Intent to Run.
  - B. The next Advisory Committee meetings are scheduled for Monday, December 16<sup>th</sup>, 2024. The Financial Advisory Committee meeting begins at 8:00AM immediately followed by the Technical Advisory Committee meeting.
  - C. The next Board of Directors meeting is scheduled for Wednesday, December 18<sup>th</sup>, 2024, at 9:00AM.
3. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

### **Green Valley Domestic Water Improvement District**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**Wednesday, November 20<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold John Green Edwin (Ed) Storey George (Doctor) Orndorff	Joseph (Hart) Krumrine Darlene (Dar) Hollingsworth Lee Lemas
Board Directors Absent	None	
District Staff Present:	Dara Duffy Mike Brady	Lora Burruel
Public Present:	Richard Ricksecker	Jim Luhring
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
  - A. The meeting was called to order at 8:57AM by Chair, Eric Sullwold. Roll call was taken and a quorum was announced with seven (7) Board members present.
  - B. Approval of October 23<sup>rd</sup>, 2024, Board Meeting Minutes.
- Motion to approve the October 23<sup>rd</sup>, 2024, Board Meeting Minutes.  
 Moved: Lee Lemas                      2<sup>nd</sup>: Ed Storey                      Approved: 6/0                      Abstain: Chair
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. Monthly Managers meetings. Effective December 10<sup>th</sup>, 2024, the required attendees for the Managers meeting are the DM and the Board Chair. All Directors are welcome to attend.
    2. 2025 Public Meeting Calendar. The internal distribution of the 2025 Draft calendar will occur today. A motion to adopt the 2025 calendar will take place at the December 18<sup>th</sup> Board of Directors meeting.
    3. 2025 Board of Director Officer elections. The two (2) positions will be elected at the Wednesday, December 18<sup>th</sup>, 2025, Board of Directors meeting.
    4. The Board recognized two (2) District Employees for their longevity and contributions to the betterment of the District. Lora Burruel, Office Operations Supervisor, for twenty-five (25) years of service and Mike Brady, Field Operations Manager, for twenty (20) years.
  - B. Operations Report - District Manager, Dara Duffy
    1. Current Operations
      - a. Project Report
        - i. Thirty-eight (38) additional meters were installed in October.
        - ii. The Pima County Department of Environmental Quality’s (PDEQ) tri-annual inspection is complete. The Letter of Compliance was provided last week.
      - b. Financials update. October’s financials were presented and discussed. No concerns were found.
      - c. Questions regarding the Task List
        - i. The District’s full-page billing and Pima County Wastewater’s billing agent projects update. The District continues to work on both projects. The target is April 2025 for the single billing system to go online for District customers.

- ii. Alliance Service and Control Systems has been selected as the Districts' back-up SCADA provider.
- C. Financial Advisory Committee – Chair, John Green
  - 1. FY2023-24 Financial Audit Report update. The draft audit report presentation has been rescheduled to the Finance committee's December 16<sup>th</sup>, 2024, meeting.
  - 2. Financial Update. The October 2024 financials were presented and discussed. No concerns were found.
- D. Technical Advisory Committee – Chair, Ed Storey
  - 1. Pima County Department of Environmental Quality (PDEQ) inspection update. The Committee Chair commended the District for having no discrepancies noted.
  - 2. Emergency Standard Operating Procedures (SOP) update. The SOP manual is currently up to date and will be reviewed and updated annually.
- 3. Call to the Public – Chair, Eric Sullwold. No Comments.
- 4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. 2025 Board of Director Officer elections. Board members were advised of the upcoming election for Chair and Vice Chair. Any Director interested in running for either position will notify the Clerk no later than Monday, December 2<sup>nd</sup>, 2024. The two (2) positions will be elected at the Wednesday, December 18<sup>th</sup>, 2024, Board of Directors meeting.
  - B. The next Managers' meeting is scheduled for Tuesday, December 10<sup>th</sup>, 2024 at 9:00AM.
  - C. The next Advisory Committee meetings are scheduled for Monday, December 16<sup>th</sup>, 2024. The Financial Advisory Committee meeting begins at 8:00AM immediately followed by the Technical Advisory Committee meeting.
  - D. The next Board of Directors meeting is scheduled for Wednesday, December 18<sup>th</sup>, 2024, at 9:00AM.
- 5. Adjournment
  - Motion to adjourn the meeting.  
 Move: Darlene Hollingsworth    2nd: George Orndorff    Approved: 6/0    Abstain: Chair

The meeting was adjourned at 11:01AM.

Minutes approved December 18<sup>th</sup>, 2024.

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

Pursuant to Arizona Revised Statute A.R.S. § 38-431.02, notice is hereby given to the customers of the Green Valley Domestic Water Improvement District and the general public that a Board of Directors meeting will be held which is open to the public on:

**Board of Directors Meeting**  
**Wednesday, December 18<sup>th</sup>, 2024, at 9:00AM**  
**at the Green Valley Water District Conference Room**  
**3200 S. Camino Del Sol, Green Valley, AZ**

You are invited to attend in person or remotely via Zoom. To access this meeting remotely, please email the Clerk of the Board [Clerk@gvwaterdistrict.com](mailto:Clerk@gvwaterdistrict.com) a minimum of one (1) business day in advance to request an invitation. Pursuant to Arizona Revised Statutes A.R.S. § 38-431.03(A)(3), the Board of Directors may determine the need to conduct an Executive Session.

The meeting agenda is as follows:

1. Call to Order and Roll Call – Chair of the Board, Eric Sullwold
- Motion to approve the November 20<sup>th</sup>, 2024, Board of Directors Meeting Minutes.
2. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. 2025 Public Meeting Calendar
  - Discussion and possible motion to adopt 2025 Public Meeting Calendar
    2. Election of the 2025 Board of Directors Chair and Vice Chair positions
  - Discussion and possible motion to elect the 2025 Board of Directors Chair and Vice Chair
    3. Resignation of Director Darlene Hollingsworth
  - B. Operations Report - District Manager, Dara Duffy
    1. Current Operations
      - a. Project Report
      - b. Financials update
      - c. Questions regarding the Task List
  - C. Financial Advisory Committee – Chair, John Green
    1. CliftonLarsonAllen (CLA) 2023-24 Draft Audit update
    2. November 2024 Financial Statements
  - D. Technical Advisory Committee – Chair, Ed Storey
    1. Capital Projects Meeting
3. Call to the Public – Chair, Eric Sullwold

At this time, any member of the public may address the Board of Directors on any issue. Keep your comments concise and limited to no more than three (3) minutes. If you wish to comment, please complete, and submit a speaker card available from the Clerk of the Board. Pursuant to Arizona Revised Statute A.R.S. §38-431.01(H),

members of the Board may not discuss or act on any item that is not specifically listed on this agenda. Therefore, action taken by the Board will be limited to directing staff to review the matter, scheduling the matter for a future Board meeting, or responding to statements made by the speaker.

4. Announcements – Clerk of the Board, Luis Rodriguez
  - A. Loyalty Oath of Office for Directors Lee Lemas and Ed Storey
  - B. The next Advisory Committee meetings are scheduled for Monday, January 20<sup>th</sup>, 2025. The Technical Advisory Committee meeting begins at 8:00AM, immediately followed by the Financial Advisory Committee meeting.
  - C. The next Board of Directors meeting is scheduled for Wednesday, January 22<sup>nd</sup>, 2025, at 9:00AM.
5. Adjournment

If any additional documents are circulated to the Board of Directors related to the agenda items, they may be requested by contacting the Clerk of the Board at (520) 625-9112 or [clerk@gvwaterdistrict.com](mailto:clerk@gvwaterdistrict.com).

## **Green Valley Domestic Water Improvement District**

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**GREEN VALLEY DOMESTIC WATER IMPROVEMENT DISTRICT**  
**BOARD OF DIRECTORS**  
**MEETING MINUTES**  
**Wednesday, December 18<sup>th</sup>, 2024**

Board Directors Present:	Eric Sullwold John Green Edwin (Ed) Storey George (Doctor) Orndorff	Joseph (Hart) Krumrine Darlene (Dar) Hollingsworth Lee Lemas
Board Directors Absent	None	
District Staff Present:	Dara Duffy Mike Brady	Lora Burruel
Public Present:	Randall (Randy) Howard	Steve Hatch
Clerk of the Board:	Luis Rodriguez	

1. Call to Order and Roll Call – Chair, Eric Sullwold
2. The meeting was called to order at 9:00AM by Chair of the Board, Eric Sullwold. Roll call was taken, and a quorum announced with seven (7) Directors present.
- Motion to approve the November 20<sup>th</sup>, 2024, Board of Directors meeting Minutes.  
Moved: Ed Storey            2<sup>nd</sup>: Hart Krumrine            Approved: 6/0            Abstain: Chair
3. General Business
  - A. Administrative – Chair, Eric Sullwold
    1. 2025 Public Meeting Calendar. The 2025 Public Calendar was discussed and adopted as presented.
    2. Election of the 2025 Board of Directors Chair and Vice Chair positions. The sole nominee for Chair was Eric Sullwold. Lee Lemas was the sole nominee for Vice Chair.
  - Motion, by acclamation, that Lee Lemas be elected as Board Vice Chair and Eric Sullwold be elected as Board Chair for 2025 calendar year.  
Moved: George Orndorff    2<sup>nd</sup>: Ed Storey    Approved: 5/0    Abstain: Chair and Lee Lemas
  3. Resignation of Director Darlene Hollingsworth. Darlene Hollingsworth was recognized for her 8 years as a voluntary Board member and her excellent support to the Green Valley Domestic Water Improvement District.
  - B. Operations Report - District Manager, Dara Duffy
    1. Current Operations
      - a. Project Report
        - i. Meter change outs – thirty-six (36).
        - ii. Meters with dead batteries – eleven (11).
        - iii. Full page bills and becoming a Pima County Wastewater billing agent are two (2) intertwined projects. The District’s full-page billing should be implemented by the end of December 2024, and the Pima County Wastewater portion by the end of Q1 2025.
        - iv. The District Manager and Business Operations Supervisor will continue to meet with the County in order to keep the billing agent project on track.
      - b. Financials update. The November financials were presented and discussed. No concerns were found.
      - c. Questions regarding the Task List. Development of water lines south of Escondido Wash. The District Manager, Field Operations Manager, and Technical committee

Chair spoke with Bill Walker from WLB regarding the updated number of lots. The data will then be forwarded to Riley Engineering.

C. Financial Advisory Committee – Chair, John Green

1. CliftonLarsonAllen (CLA) 2023-24 Draft Audit update. CLA stated their appreciation of Lora and the District staff for their cooperation and expertise. The auditors recommendations related to the Districts' internal controls will be forthcoming with the finalized audit report.

- Motion to accept the FY2023-2024 Draft Audit report as presented to the Financial Committee on December 16<sup>th</sup>, 2024.

Moved: George Orndorff                      2<sup>nd</sup>: Ed Storey                      Approved: 6/0                      Abstain: Chair

2. November 2024 Financial Statements. The November 2024 Financials were presented and discussed. No concerns were found.

D. Technical Advisory Committee – Chair, Ed Storey

1. Capital Projects update. The District Manager continues to work with WLB to determine budgetary estimates for upcoming projects such as the San Ignacio well upgrade.

4. Call to the Public – Chair, Eric Sullwold. Steve Hatch reiterated the seriousness and the need to address cybersecurity. Based on his knowledge and experience, Steve is willing to assist the District in this area.

5. Announcements – Clerk of the Board, Luis Rodriguez

- A. The Loyalty Oath of Office for Directors Lee Lemas and Ed Storey was administered by the Clerk.

- B. The 2025 Conflict of Interest Acknowledgement process has been postponed until the Board of Directors meeting on January 22<sup>nd</sup>, 2025.

- C. The next Advisory Committee meetings are scheduled for Monday, January 20<sup>th</sup>, 2025. The Technical Advisory Committee meeting begins at 8:00AM, immediately followed by the Financial Advisory Committee meeting.

- D. The next Board of Directors meeting is scheduled for Wednesday, January 22<sup>nd</sup>, 2025, at 9:00AM.

6. Adjournment

- Motion to adjourn the meeting.

Move: Darlene Hollingsworth                      2<sup>nd</sup>: George Orndorff                      Approved: 6/0                      Abstain: Chair

The meeting was adjourned at 10:08AM.