

BOARD OF DIRECTORS  
METROPOLITAN DOMESTIC WATER IMPROVEMENT DISTRICT  
PIMA COUNTY, ARIZONA

August 1, 1994  
7235 North Paseo del Norte  
Tucson, Arizona 85704

**Study Session**

**MINUTES**

Board Members Present: Herb Johnson, Chairman  
Jim Tripp, Vice-Chairman  
Pete Schlegel, Member  
Kate O'Rielly, Member  
Alex Jácome, Member

District Staff Present: Mark Stratton, General Manager  
Michael Block, Hydrologist  
Scott Eisenfeld, Development Supervisor  
Alan Forrest, District Engineer  
Chris Hill, Utility Superintendent  
Bob Gomez, Construction Supervisor  
Steve Shepard, Backflow Specialist  
Warren Tenney, Clerk

Others Present: Ralph Wong, Customer

**I. CALL TO ORDER AND ROLL CALL**

- A. The study session was called to order at 5:02 p.m. by Mr. Herb Johnson, Chairman of the Board of Directors. Mr. Jim Tripp, Mr. Alex Jácome, Ms. Kate O'Rielly and Mr. Pete Schlegel were present. Mr. Johnson thanked the Board for attending the study session.
- B. Mr. Tripp moved that the Board approve the study session notice and agenda for August 1, 1994. Mr. Jácome seconded and the motion passed unanimously.

**II. COMMENTS FROM THE PUBLIC**

There was no comment from the public.

### **III. REVIEW AND DISCUSSION OF THE DUTIES OF THE BOARD OF DIRECTORS AND THE GENERAL MANAGER**

Mr. Johnson read from a memorandum dated July 20, 1994 from him to the Board of Directors regarding cooperation between the Board and the General Manager. The main emphasis of the memorandum was that the General Manager has been given authority for all management duties subject to the approval of the Board regarding action affecting policy matters and the purchase of items with a cost of \$10,000 or more. If a Board member has a concern or suggestion, it will be directed only to the General Manager and not to other staff. If the General Manager disagrees, he will refer the matter to the appropriate committee. If the matter is not resolved in committee, it shall be brought before the Board at the next Board meeting. Five different committees were proposed with two Board members per committee. Each committee could recruit one or two additional District water users on a pro-bono basis.

Mr. Schlegel requested clarification regarding if the committees could set policy or not. Mr. Johnson and Mr. Jácome noted that the committees could resolve a matter debated by the General Manager and a Board member regarding day-to-day operations without Board action, but the committee could only recommend policy to be brought before the complete Board.

The Board discussed the specific areas assigned to the five committees. The Board agreed upon the following committees and their makeup: 1) Business Administration committee to include the budget, audit, and monthly reports, personnel grievances, billings, public relations, customer service, and risk management. Ms. O'Rielly (Chair) and Mr. Tripp agreed to be on the committee. 2) Operation & Maintenance committee to include physical plant operation & maintenance, vehicle fleet, water pumping reports, pipe replacement, and hydrant installations. Mr. Tripp (Chair) and Mr. Schlegel agreed to be on the committee. 3) Quality Control committee to include DEQ reports, disinfection (chlorination), well site maintenance, and safety. Mr. Schlegel (Chair) and Mr. Jácome agreed to be on the committee. 4) Capital Improvement Program committee to include development of construction plan, contract surveillance, developer/District contracts, and bid opening. Mr. Jácome (Chair) and Mr. Johnson agreed to be on the committee. 5) Financial committee to include capital improvement bonds, capital improvement for District's repairs of infrastructure, rates and fees, and acquisitions and mergers. Mr. Johnson (Chair) and Ms. O'Rielly agreed to be on the committee.

Mr. Johnson requested that the issue of the committees be placed on the agenda for the August 8, 1994 Board meeting for Board action.

### **IV. REVIEW AND DISCUSSION OF CURRENT DISTRICT ACTIVITIES**

#### **A. Operation Activities.**

Mr. Johnson noted that in a memorandum dated July 18, 1994 to Mr. Stratton, he requested the General Manager to provide a plan and time schedule for various projects. The District has hired professional staff to confront the work needing to be completed. Staff prepared various reports for the study session regarding the requested information.

Mr. Stratton noted that Ms. Sheila Willis, Administration Manager, completed the report regarding financial issues. The report needs to be more complete and resolve some questions and figures regarding actual funds, revenues and capital expenditures in order to provide an accurate record of net revenues. Monthly financial reports have been directed toward audits and need to be in a format that represents the monthly flow of money. Mr. Stratton will work with Ms. Willis to have the financial reports meet the Board's satisfaction.

Mr. Tripp noted that he wants to know what monies are budgeted and the amount to date expended in order to determine how future projects can be funded. Mr. Johnson requested a report regarding the audit at the September 12, 1994 Board meeting. Mr. Schlegel suggested to include on reports a column for the month from the previous year's budget.

Mr. Chris Hill provided a report regarding compliance with water quality regulations. Personnel has been trained to take proper samples and past sampling errors have been resolved. Dialogue with the fire districts within the District will help maintain the integrity of the system and prevent potential problems due to low flows caused by fire flow testing.

Ms. O'Rielly asked if the Northwest Fire District was still testing hydrants. Mr. Hill said that letters have been sent requesting that hydrant testing not be done during the summer. Dialogue is being sought with the fire districts. Mr. Schlegel said the District had required quarterly meetings with the fire districts in order to provide communication. District staff should be present during fire hydrant testing. Mr. Johnson said the District should require residual pressure during fire hydrant testing.

Mr. Schlegel asked if the District should have backflow devices at its reservoirs to prevent water quality problems. Mr. Hill said that bacterial testing is done in the distribution system and not at reservoirs. Once a bacterial problem is in the system, it can travel through that service area. Check valves in the system would restrict fire flow and would only allow water to flow one way.

Mr. Schlegel inquired about the status of the District's backflow program. Mr. Steve Shepard said that five to six facilities had not been inspected. Notices for installation have been sent. Mr. Jácome asked if backflow was required for sprinkler systems within a building. Mr. Shepard said that state legislation exempted Class I and II fire systems for having backflow devices; however, the Governor is seeking an opinion regarding the health risk involved in not requiring backflow devices. The District's backflow program is proceeding forward according to the deadlines. Mr. Johnson noted that the discussion regarding the District's backflow program provides important detail; however, the General Manager and staff should be working on it and if there are problems, they can be addressed to the General Manager and the Water Quality committee.

Mr. Hill noted that chlorination of strategic sites is occurring and he would like to chlorinate additional sites. The Utility Division will also formalize the notification procedure regarding water quality problems. Staff is needed during the weekend to take readings and monitor existing facilities. Mr. Hill said that the District's system is at serious risk regarding water quality and staff will continue to take steps to prevent potential problems.

Mr. Michael Block noted that proposals have been requested regarding the sampling of radiochemicals and inorganics and will be presented at the August 8, 1994 Board meeting.

Mr. Hill presented his report regarding the delegation of operation and maintenance duties to capable personnel. He noted his objectives for the next six months and for the next year. Collecting and utilizing proper data for routine and emergency activities is a main priority. Goals regarding maintenance and construction for the distribution system were also included in the report. Training for safety and public relations will continue. Since maintenance workers are seen by the public, it is important that they are aware of good public relations. The various capital improvement projects related to distribution will be phased in.

Mr. Hill presented his report regarding well use evaluation on cost basis and avoidance of over pumping. The distribution system will be analyzed in order to alter some service areas in order to maximize high production wells. The District will only be as good as its telemetry. The District needs to analyze its system, prioritize and phase in telemetry systems at key well sites in order to provide daily flow, demands, pressures, run times, alarm systems for non-function abilities. Mr. Alan Forrest noted that telemetry will provide daily data that can be used for proper future planning. Mr. Schlegel suggested that various providers should be contacted regarding the best telemetry system.

Mr. Tripp questioned why percentage of capacity was low at a number of well sites. Mr. Stratton said that some wells were not in operation and that the District does not have adequate storage facilities to allow for high producing wells to be maximized.

Mr. Schlegel asked why cost differed for some wells that produced the same number of gallons. Mr. Block said that some well sites have meters that are dedicated solely to the well, while others have meters reading the well and the boosters.

Mr. Stratton noted that since writing his report regarding the finalization of the Water System Management Plan by Camp, Dresser & McKee (CDM), CDM confirmed that the final report will be completed on August 19, 1994 and that training of District staff related to the hydraulic model will be done on August 26, 1994.

Mr. Forrest presented his report regarding the construction of a new Magee/La Cholla well and new Stiller well. At the July 11, 1994 Board meeting, the Board authorized the request for bids to drill a new well at Magee/La Cholla well site. It was thought that the Arizona Department of Water Resources (ADWR) would allow the replacement of an existing well at the same site; however, ADWR will only allow the new well to pump the historic pumpage of the site. ADWR requires a formal public involvement that could delay the approval of a new larger well at the Magee/La Cholla site by approximately two months. However, the public process cannot start until a driller is designated. With future water supply needs and a lengthy ADWR process, staff thought an economy of scale savings could be found if two wells were done at the same time. The Stiller well is an abandoned well near the proposed Linda Vista (Northwest) Reservoir that could be utilized to fill that reservoir.

Mr. Tripp asked the cost for drilling a well. Mr. Forrest said the drilling of well is approximately \$100,000. Mr. Johnson noted a conversation with Mr. Jim Thompson of Community Water Company of Green Valley in which Mr. Thompson said the installation of a similar size well in Green Valley cost \$175,000.

Mr. Jácome left the meeting at 6:28 p.m.

Mr. Tripp questioned if the District has money to proceed with installing new wells and if the process has begun. Mr. Stratton said that monies for the Magee/La Cholla well could be used from the increased revenue from the new water rates, contingency fund or CAP water. Mr. Tripp noted that at the April 11, 1994 Board meeting, the Board authorized \$800,000 for the construction of a new reservoir and well in the northwest part of the District. New home lots are being established and growth is occurring. The District needs to proceed with the well in order to provide water.

Mr. Schlegel said he was concerned because decisions appear to be made without being brought before the Board. Approval for a new well involved only the Magee/La Cholla site, now discussions include a new Stiller well. More information, including how these reports were prepared, needs to be provided before the Board can make an intelligent decision rather than the Board imply that staff is not proceeding fast enough. Mr. Johnson explained that the purpose of the study session was to discuss pending projects. Staff was asked to report on what needed to be done, the cost, and the time schedule for that project. The Board then will evaluate and determine what projects need to be expedited. Since the process for drilling a new well was more intensive than originally thought, staff proposed that it might be cost effective to seek permits to drill wells at both Magee/La Cholla and Stiller sites. Information is preliminary and more details will be provided before the Board is asked to make a decision. Mr. Schlegel said he wanted more information before making a decision because the present information is vague and a negative cash flow appears to exist.

Mr. Tripp said that his intention was not to chastise staff for not proceeding faster. He had thought permits could be obtained from ADWR whether or not a new well is drilled rather than wait for the selection of a driller. The primary concern is for the District to supply water and to accomplish the task if the funds exist.

Mr. Forrest said that we tried to provide in the reports the requirements for each task and the time involved to complete the task. Some time could be saved if we pursued obtaining permits to drill two wells. According to a conservative schedule, the new Magee/La Cholla well could be completed before Summer 1995. Mr. Schlegel asked who was "we" and how were the reports completed. Mr. Forrest said that Mr. Block and himself completed the reports regarding the wells and he wrote the Engineer Division reports. Mr. Schlegel said that the reports are difficult to understand and to know who was involved. The reports should be directed towards promoting the different proposed projects with the public and not be only internal documents.

Mr. Johnson and Ms. O'Rielly noted that Mr. Stratton gave final approval of reports presented to the Board. In cooperation, staff prepared the reports. Questions or problems with reports should be directed toward Mr. Stratton. Mr. Schlegel said that he only sought to know where



the reports came from. Mr. Johnson noted that the study session provided an opportunity for staff to present to the Board reports for discussion regarding current and proposed projects.

Mr. Forrest presented his report regarding the Linda Vista Reservoir. At the July 11, 1994 Board meeting, the Board approved requests for proposals for the design of the Linda Vista Reservoir. Due to the reservoir being four to five million gallons in size and the complexity involved in the design, a contract for design services with a consulting engineer is proposed. The Technical Review Committee would review the proposals and recommend a consultant for design. The recommendation would be brought before the Board. The work for the design will take 180 days. Mr. Schlegel asked if the proposal could be done in phases. Mr. Forrest said that it would not be possible to phase the project due to the complexity of the reservoir such as the intertie involved with the booster pumps.

Mr. Stratton reported on the transmission main design from the Linda Vista Reservoir to the Northwest Hospital area. A model needs to be developed and evaluated to determine the proper way to phase in the transmission mains.

Mr. Schlegel said he was concerned about moving water such a far distance and asked if there were any alternatives. Mr. Stratton said that the Magee/La Cholla well would provide for the Northwest Hospital area; however, storage is the critical issue. The District is trying to locate wells and reservoirs near the Cañada Del Oro rather than the Rillito due to potential water quality issues.

Mr. Stratton reported on the creation of a fire protection district in the Northwest Hospital area. Mr. Michael McNulty said the statutes do not provide funding for water storage related to a fire district. However, other potential creative ways exist for adequate fire protection, such as impact fees.

Mr. Stratton noted that Mr. Hill and Mr. Forrest listed in reports for the Board other projects that the Utility and Engineering Divisions would like implemented in the near future.

Mr. Schlegel inquired if the District has a wholesale water rate. Mr. Stratton and Mr. Forrest said that the District does have a fee for bulk water that is less than retail. The District does not have customers to sell wholesale water except for possibly Tucson Water or Amphi School District.

Mr. Tripp questioned if it would be more feasible for the District to own a backhoe. Mr. Hill said that with the number of capital improvement projects planned for the system, leasing a backhoe was more economical than renting.

Mr. Schlegel asked if more staff will be needed in the Utility Division. Mr. Hill said that more staff will be requested over time but the staffing level is fine at the present.

## **B. Regional Activities.**

Mr. Stratton noted that his report regarding regional activities provided an overview of main issues confronting the District.

Ms. O'Rielly said that she was pleased that the hiring of Mr. Mark Myers as a consultant for the Northwest Replenishment Program has given the General Manager more time to deal with the important issues related to operating the system, especially water quality and finances.

Ms. O'Rielly made the motion for the Board to go into open session. Mr. Tripp seconded the motion and it passed unanimously with the members present.

## **V. OPEN SESSION - ITEMS FOR DISCUSSION AND POSSIBLE ACTION**

### **A. Mainline Replacement for San Nicolas Circle, Casas Catalina Subdivision.**

Mr. Stratton reported that the Casas Catalina subdivision has recently experienced a number of mainline failures due to the pipe material developing longitudinal cracking, making it extremely difficult to make temporary repairs to the water main. Staff is requesting to proceed with the replacement of approximately 1,800 feet of 6 inch water main located within San Nicolas Circle from San Nicolas well pump and including the area within San Nicolas Circle itself. Cost estimates have been received and District staff will perform the labor.

Mr. Schlegel asked for a clarification regarding the cost estimate involving man hours since the work is to be done by District staff. Mr. Stratton said that the man hours cost is included with the other costs in order to represent the true amount of each project performed by the District. Also, it provides an accurate comparison between the District's cost and an outside source.

Ms. O'Rielly made the motion to authorize staff to proceed with the capital project for the mainline replacement on San Nicolas Circle in the Casas Catalina subdivision. Mr. Tripp seconded the motion and it passed unanimously with the members present.

Ms. O'Rielly asked how long it will take to complete the replacement. Mr. Hill estimated it will be 60 days.

Mr. Tripp made the motion to adjourn the open session. Ms. O'Rielly seconded the motion and it passed unanimously with the members present.

Mr. Schlegel made the motion to return to the study session. Mr. Tripp seconded the motion and it passed unanimously with the members present.

Mr. Johnson noted that under Item IV.B., Regional Activities, he had wanted to discuss a memorandum dated August 8, 1994 written by him and that was distributed to the other Board members during the study session. The District needs to complete a number of projects and the General Manager needs to be utilized to complete those projects. However, there are a number

of meetings dealing with regional water issues that the General Manager should not be expected to attend in order for him to address the needs of the utility.

Ms. O'Rielly questioned what additional involvement Mr. Myers was asking from the General Manager as noted in the memorandum. Mr. Stratton said that regarding the Northwest Replenishment Program, Mr. Myers would like the General Manager to attend meetings related to that program in order to demonstrate the importance of the program to the District. Mr. Johnson noted that while the Northwest Replenishment Program is important, Mr. Stratton's time and efforts should be concentrated upon the operation and maintenance of the utility. Mr. Myers was hired to devote his time to the Replenishment Program. Ms. O'Rielly agreed that it would be redundant to have both Mr. Myers and Mr. Stratton attend meetings. It is important for Mr. Stratton to manage the District and let Mr. Myers handle water politics. She suggested that Mr. Johnson meet with Mr. Myers to discuss the issue.

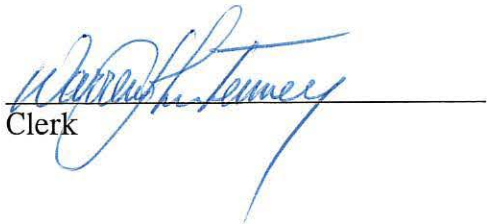
Mr. Johnson said that the District needs to participate in community water meetings. Board members could attend the meetings but they should be expected reimbursement for expenses. Ms. O'Rielly noted that it has been difficult for her to attend the Northwest Water Alliance meetings due to her work schedule; perhaps Mr. Schlegel or Mr. Tripp should represent the District at such meetings. Mr. Tripp and Mr. Johnson indicated that they would not be able to commit to attend meetings. Mr. Schlegel said that he would be delighted to attend meetings. He noted that having a Board member at various meetings dealing with regional water issues has been beneficial for the District. The District's involvement in community water issues has increased the District's stature in the region. Mr. Johnson said that the Board will need to provide some guidelines regarding the attendance of community water meetings.

## **VI. ADJOURNMENT**

The meeting was adjourned at 7:44 p.m.

  
Herb Johnson, Chairman

ATTEST:

  
Clerk