

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

October 13, 1993
5:00 P.M.
7493 North Oracle Road, Suite 219
Tucson, Arizona 85704

MINUTES

ATTENDANCE:

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

Others Present: Charles Huckelberry, General Manager
Mark Stratton, MDWID Engineer
Sheila Lewis, MDWID Employee
Scott Eisenfeld, MDWID Employee
Bill Carrol, Cella Barr
Grace Schuette, MDWID Customer
Julie Johnson, MDWID Employee (recording
secretary)

A. CALL TO ORDER AND ROLL CALL

1. The meeting was called to order at 5:03 p.m. by Herb Johnson, Chairman of the Board of Directors. Herb Johnson, Jim Tripp, Pete Schlegel, Kate O'Rielly and Alex Jacome were present.
2. Jim Tripp moved that the Board approve the meeting notice and agenda for October 13, 1993, Kate O'Rielly seconded and the motion passed unanimously.
3. Jim Tripp moved that the minutes of the September 13, 1993, meeting be approved, Kate O'Rielly seconded, and the motion carried unanimously; Pete Schlegel moved that the minutes of the September 23, 1993, 7:30 a.m. special meeting be approved, Jim Tripp seconded, and the motion carried unanimously; Jim Tripp moved that the minutes of the September 23, 1993, 5:00 p.m. special meeting be approved, Alex Jacome seconded, and the motion carried unanimously; and Jim Tripp moved that the minutes of the September 25, 1993, 5:00 p.m. special meeting be approved, Alex Jacome seconded, and the motion carried unanimously.

B. COMMENTS FROM THE PUBLIC

Introduction of Guests. At this time, Grace Schuette addressed the Board to update them regarding oil in her water. She indicated there is still oil appearing in the water, but that a filter was installed and should take care of it. Mark Stratton explained that the filter Mrs. Schuette mentioned was installed on the outside of the house from the main line coming in and there may still be oil residual in the interior plumbing that will take time to dissipate. The filter process is intended to capture any oil that may be coming into the house.

Mr. Jacome questioned the source of the oil. Mr. Huckelberry indicated that it does not appear to be generated by the system, but that it is internal only. Mr. Jacome asked what type of oil is in Mrs. Schuette's water. Mr. Huckelberry indicated that we have not been able to acquire a sample of sufficient size for testing.

OLD BUSINESS

C. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

1. Backflow Prevention Program - Draft Letter to Affected Users.

Mr. Huckelberry directed the Board's attention to the draft letter included in the agenda binders, indicating staff would welcome any assistance and/or comments the Board might have with the letter. Mr. Johnson asked Mr. Schlegel to review the letter.

NEW BUSINESS

D. ITEMS FOR DISCUSSION AND POSSIBLE ACTION

1. Administrative and Management

A. Ratification of Billing Adjustments or Small Damage Claims.

Mr. Huckelberry reiterated his memorandum to the Board, explaining the large adjustment was due to an act of vandalism. Jim Tripp made a motion to ratify the actions of the General Manager, Alex Jacome seconded, and the motion carried unanimously.

B. Policy for Rescheduling of Regular Board Meetings that Fall on Holidays.

Mr. Huckelberry explained he had drafted a policy based on Board discussion at the September 13, 1993, meeting, where it was concluded that Wednesday is the preferable alternative for meetings that are regularly scheduled to be held on holidays. Mr. Jacome made a motion to adopt the policy as written, Mr. Tripp seconded, and the motion passed unanimously.

C. Financial Reports - Update on Revenues, Deposits, Checks, Warrants and Projected Expenditures.

The General Manager explained the decrease in revenues for the previous month. He explained the various reports that had been prepared for the Board, as well as how those reports would be expanded in the future for ease in reference.

Mr. Tripp inquired if the District had funds enough to pay for the impending major capital improvements. Mr. Huckelberry indicated the next item on the agenda would address those issues.

Mr. Jacome brought up the issue of comparing figures for this year with figures from last year. Ms. Lewis indicated that comparison of figures from year to year would start with the October figures, due to the fact that the District does not have access to records prior to October of 1992. Mr. Schlegel asked if we had a computer program to assist with this type of record keeping. Ms. Lewis indicated we do.

Mr. Tripp made a motion to accept the financial report as submitted, Mr. Jacome seconded, and the motion carried unanimously.

D. Fiscal Year 1993/94 Budget Tracking - Report on Specifically Budgeted Projects and Programs.

Mr. Huckelberry explained that his intent is to update the Board quarterly on the status of the budget as adopted versus actual expenditures. He indicated the major areas of concern, where the District is substantially over or under budget, will be in capital projects. He used the Paseo del Norte office renovation and relocation as an example, indicating an approximate 12 percent overage on the budget. He then specified areas which were under budget that would balance the overage of the office renovation project. No Board action required.

Mr. Jacome requested an itemized break-out of the total cost of the office renovation project, from start to finish.

E. TAABS Report on New Computer System Implementation.

Mr. Huckelberry stated that the District should be fully operational with TAABS in the billing, payroll and accounting area by November 1. This will allow the District to utilize pre-programmed formats that exist within the TAABS system for such features as work order and inventory control, preventive maintenance, special assessments, licensing, permitting, etc.

He indicated that in the interest of properly training staff, Sheila Lewis and Jackie Zender will be attending an advanced TAABS seminar in Texas.

Mr. Jacome questioned if the two systems have been running redundantly, thereby ensuring there are no variations in the results. Ms. Lewis answered affirmatively, indicating the new system is calculating properly.

Mr. Jacome made a motion to authorize Ms. Lewis and Ms. Zender to go to San Antonio, Ms. O'Rielly seconded, and the motion passed unanimously.

F. Intergovernmental Agreement with Pima County for Legal Services - Pass and Adopt Resolution No. 1993-10.

Michael McNulty finalized the intergovernmental agreement between the County and the District and the General Manager discussed the intergovernmental agreement with David Dingeldine, Chief Civil Deputy County Attorney. The General Manager indicated that due to cost and potential conflicts of interest, there are times when it will be advantageous to take advantage of the services of the County Attorney.

Mr. Jacome made a motion to adopt Resolution No. 1993-10 and enter into an intergovernmental agreement for legal services with the Pima County Attorney's Office, and authorize the Chairman to sign the resolution and intergovernmental agreement. Ms. O'Rielly seconded the motion.

Mr. Schlegel alluded to the fact that the Board had considered this issue previously, and questioned whether the Board had acted on it at that time. Discussion ensued on the issue, after which the motion passed unanimously.

2. Engineering and Planning

A. Update on Geographic Information Mapping by EGIS in Cooperation with District Personnel.

Mr. Scott Eisenfeld provided examples of maps/exhibits that are work products of the cooperative efforts of District personnel and EGIS staff. He displayed the first production of valve maps, indicating it has been converted to the County parcel base, using color coding for valve size. The program has been loaded into his computer, and the system will be installed when the District moves to its new offices. The next step in the process is to create a database, which will enable District staff, among other capabilities, to monitor valve type and activity, and locate 2 inch galvanized steel lines. He also displayed a floor plan of the Paseo del Norte office and a 1000 scale map of the entire system with all lots and lines, both of which were produced by the EGIS information system.

- B. District Long Range Water Resources Plan - Meeting with Bureau of Reclamation Officials to Tour the Cañada del Oro Recharge Site.

Mr. Huckelberry indicated that on Tuesday, October 19, he and Mark Myers would be meeting with Bureau of Reclamation individuals to study recharge projects in Arizona, specifically at the Cañada del Oro, at the upper Santa Cruz near Nogales, and at the mid-Santa Cruz on the Tohono O'Odham Nation, San Xavier District. He stated they will be attempting to enhance opportunities for environmental funding that may be available from the Bureau.

- C. Annual Contract with Cella-Barr for General Engineering Services.

Mr. Jacome made a motion that the District enter into a contract with Cella-Barr and the Chairman be authorized to sign the contract and Jim Tripp seconded the motion.

Mr. Johnson asked the Board to consider Attachment 1, the Scope of Professional Services, Page 2, Item H, where it states: "Consultant shall submit the final product along with a final invoice." He expressed concern that that might hold up delivery of the results. Mr. Bill Carrol of Cella-Barr assured the Board that even if the bill was not ready, they would deliver the final product. Mr. Schlegel asked about payment of the \$50,000 retainer, questioning if that is an up-front charge. Mr. Stratton answered that it is based on individual work products. Mr. Jacome described it as a "pay as you go" strategy. The motion carried unanimously.

- D. Contract with David Evans and Associates for Topographic and Survey Mapping of Lot 39 - Cobo Catalina Estates Regarding Pre-Engineering for the Water Storage and Reservoir Site - \$3,000.00.

Mr. Huckelberry explained that the District Engineer had solicited proposals from three firms and upon evaluation of the proposals recommended to the General Manager that David Evans and Associates be retained to perform the topographic and survey mapping services.

Mr. Tripp made a motion to accept staff's recommendation, and Mr. Jacome seconded it. Mr. Schlegel questioned if David Evans and Associates would be resurveying it for the \$3,000.00. Mr. Stratton indicated the survey was being performed to determine where the reservoir site can physically be located on the property with minimal excavation or fill expenses. He stated it is a planning tool to be used prior to acquiring design services. Mr. Jacome inquired if it would include a hard survey, and Mr. Stratton confirmed that. Mr. Schlegel questioned if this would assist the District in preparing a marketing package, and Mr. Stratton responded affirmatively.

Mr. Huckelberry indicated the District does not have any topographic information, and that there is a wash on the north end of the property and varying elevations, so it is necessary to perform the topographic mapping in order to market the property for resale. Mr. Tripp indicated he would like to see the property back on the market. Mr. Schlegel inquired if we obtained a copy of the covenants for that development. Mr. Stratton indicated they were with the title report. Mr. Johnson stated that in the morning paper that area was included in the area now getting CAP water.

The motion carried unanimously.

3. Operations and Maintenance

- A. Storage Tank Maintenance and Repair - Contract with CH₂M Hill for Engineering Specifications Regarding Repair and Maintenance to the Marlene, South Shannon, Tucson National, Horizon Hills and DeConcini Wells.

Mr. Huckelberry indicated that Mr. Stratton had solicited proposals from two engineering firms that had experience in this type of activity and after review of the proposals, felt it would be appropriate to employ CH₂M Hill for the five tanks listed. District technical staff would be trained to replace the consultant for maintenance of the balance of the program. Mr. Huckelberry indicated it was the District's intent to contract with CH₂M Hill on a tank by tank basis. Mr. Jacome made a motion to contract with CH₂M Hill and Ms. O'Rielly seconded. Mr. Tripp clarified if this was Part 2 of what was originally started. Mr. Johnson confirmed that, and indicated this was an extension of the original contract.

Mr. Jacome indicated he had inquired of Mr. Walt Roberson if he was aware of the aggressive wells in the Cañada Hills Water Company, who told him that we have a number of aggressive wells within the system. Mr. Roberson also stated to Mr. Jacome that Allied Signal had problems because of the cheap copper pipe that was used in their building. Mr. Jacome asked Mr. Huckelberry if the District has aggressive wells and, if so, do we know where they are and what steps are being taken to cleanse the waters. Mr. Huckelberry indicated he was not aware that we have water produced through wells that are more corrosive than any others. Mr. Huckelberry made the assumption that we would have been notified by our consultants in their inspection of our lines. Mr. Johnson indicated the District must be careful in its chlorination in order not to release the iron bacteria in the pipes.

Mr. Schlegel inquired where the District stands on the gas chlorination. Mr. Johnson indicated nothing has been done, but will be part of the master plan that CDM is preparing.

Mr. Schlegel indicated he has no problem with the motion. He would remind CH₂M Hill that they have already done a great deal of work in identifying the problem, and that now they are to concentrate on the solutions.

The motion carried unanimously.

4. General Manager and Staff Report

A. Ina and Paseo del Norte Office Renovation and Development.

Mr. Huckelberry indicated to the Board that most of the staff would be moving on October 22, 23 and 24. The modular has been delayed approximately one week and therefore some staff will be here for one extra week. We anticipate vacating this office completely by November 1.

Mr. Jacome questioned Mr. Huckelberry about the problem areas within the City of Tucson with galvanized pipe. One of those problem areas is adjacent to the District, and another is in the foothills. He inquired if it might be a good time to make an overture to the City of Tucson for the acquisition of these two problem areas. Mr. Huckelberry indicated that he will prepare a report for the Board regarding the amount of pipe the District has that is subject to corrosion, as well as surrounding systems. Mr. Huckelberry indicated that this issue, as well as the Executive Session, be scheduled for a special meeting to be held on October 25, 1993. Mr. Jacome made a motion to schedule a special meeting on October 25, Mr. Tripp seconded, and the motion carried unanimously.


E. ADJOURNMENT

Mr. Tripp moved that the open session of the Board Meeting be adjourned and the meeting adjourned at 6:10 p.m.



Herb Johnson, Chairman

ATTEST:



Clerk