

Doney Park Water
“A Member-Owned Cooperative”
Regular Meeting Minutes
September 20, 2023

Directors Present: Ed Peacock
Dennis Peat
Eugene Sullivan
Selden Wasson
Brittany Lehman

Also Present: Marc Twidwell – General Manager

The Board of Directors held a regular Board Meeting at the Doney Park Water office at 5290 E. Northgate Loop, Flagstaff, Arizona. President Peacock called the meeting to order at 9:03AM.

The first agenda item was **Roll Call of Directors / Affirmation of Quorum** – Director’s present affirmed a quorum.

Next on the agenda was **Call to the Public** – No public was present.

Next the Board reviewed the **Consent Agenda – Approval of the Board Meeting Minutes for August 2023, and approval of the amended July 2023 and August 2023 Financial Reports.**

- All Directors present reviewed the Board Meeting Minutes for August 2023. Directors agreed that the dollar amount for the Cosnino Well equipment purchase should be included in the minutes. Minutes would be approved as amended.
- All Directors present reviewed the Financial Reports for August 2023.
 - GM Twidwell pointed out that revenue is 3% higher than expected for this point of the fiscal year but some expenses are also higher, mainly power (APS), parts, equipment, and transportation.
 - Vice President Peat questioned why cash flow from investing activities as shown on the Statement of Cash Flows is a negative number. GM Twidwell will get a more thorough explanation from accounting and pass it along to all directors via email.
- Vice President Peat made a motion to approve all items on the Consent Agenda, including July and August minutes as amended. Director Sullivan seconded the motion, all were in favor, and the motion passed.

Next on the agenda was the **Current Events, Reports and Correspondence.**

- **Manager’s Report** – GM Twidwell briefly spoke to each point of the managers’ report:
 - **Lead Service Line Inventory** – Lead Service Line Inventory data is being entered into a database supplied as part of the Esri (GIS) subscription. There is a large amount of data to be entered by the October 2024 deadline. A vacuum potholing machine may be added to the 2024 budget to expedite service line verification and help with service line inventory maintenance in the future. This machine would also be used for Blue-Stake and meter maintenance work and would replace the aging vacuum trailer currently in use.
 - **Arizona Central Credit Union** – Due to the election and change of directors the ACCU account must be modified. Signatures and copies of ID from two directors are still needed.
 - **Vacancies** – The two field crew employees hired in August have been a great asset in their first month. A member of our office staff has resigned and is moving

out of the Flagstaff area. The opening has been advertised and a good response is expected.

- **Legal Counsel** – GM Twidwell received a list of well qualified legal counsel to investigate for Sullivans replacement and expects to have an agreement by the end of September.
- **Office Report** – All Directors present reviewed the Office Report, no comments.
- **Operations Report** – All Directors present reviewed the Operations Report. Items reviewed in the Operations Report included:
 - **System flood area** – The mainline that was exposed near El Dorado Rd due to the most recent flood event has been covered with fill again.
 - **Wupatki Booster** – The erratic operation of the control valve has been repaired.
 - **Gunman Rd** – 850 feet of new waterline has been installed and 450 feet remains to be installed. The project is approaching Copeland Rd. A Coconino County encroachment permit has been applied for and we are awaiting approval. Since August, the old Gunman mainline has failed and been repaired 4 times.
 - **Distribution System** – The crew has been busy locating water lines from Cosnino Rd to Leupp Rd to prevent damage by the digging and installation of a new gas line. The gas line will continue to the Walnut Creek Meadows subdivision on Leupp Rd. The water lines in this area were installed in the 1970's and have no locator wire installed so locating is being accomplished by potholing(digging) and visually confirming the location.

Next on the agenda was **New Business/Action Items**: No New Business/Action Items.

The last agenda item is **Director Comments** –

- President Peacock discussed his review of the DPW Risk and Resilience Assessment and Emergency Operations Plan. A general discussion by all Directors followed, resulting in these main points:
 - The plan is required to be reviewed and updated in 2024.
 - The hydraulic gradient map of the system is unclear and needs to be revised.
 - APS should be contacted for grid information if possible. This info would be helpful to proactively plan for power loss emergencies.
 - DPW needs to develop an active shooter plan as part of the ERP.

Director Wasson made a motion to adjourn at 10:38AM, Director Sullivan seconded the motion, all were in favor, and the motion was passed.

Secretary

Date

