

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

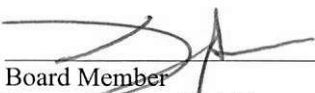
**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **July 13, 2023** beginning at **10:00a.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

- 1. Call to order and roll call.**
- 2. Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
- 3. Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
- 4. Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Discussion and resolution action in regards to the USDA Grant/Loan Project Interim Financing
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
- 7. Announcements.**
  - A. Next Board Meeting July 18, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

Oak Creek Domestic Water Improvement District

  
\_\_\_\_\_  
Board Member

Dated:

7/12/23

Posted at: (time)

8:50 AM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
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  - A. Approval of June's Board meeting minutes.
  - B. Approval of June's financials.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
- 7. Announcements.**
  - A. Next Board Meeting August 15, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

Oak Creek Domestic Water Improvement District

  
Board Member

Dated: 7/12/23 Posted at: (time) 8:50 AM

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# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: July 14, 2023

RE: General Manager Report

## **Financial**

The billing charges for July 2023 were \$60,000.

Infrequent and one-time major expenses in July:

- \$47,023 KP Venture – New Well Pump & Motor (Last replaced 2003, 2013)

- \$ 435 Freedom Mailing (Newsletter/Arsenic Notice)

Infrequent and one-time major revenue for July:

- None

## **Operations**

- John Patton dialing in the new VFDs at PANO and run times on pumps for heat.

- Temporary shades put on Electrical cabinets for heat until construction is completed.

- Fann delayed due to broken tracks on mini ex.

- wellsite 4 nearing completion and the Fann electrician stated possible 3 weeks complete.

- Office work on Evap cooler, PRV leak in a different spot at PANO fixed, and weeds.

- Inventory completed.

## **Management**

**USDA Grant/Loan Update:** The arsenic treatment system should be on-line some time before Labor Day. The additional funding from USDA was authorized. Currently working on interim financing. Two additional easements were signed and recorded. Steve completed the right-of-way forms. All items in the Letter of Conditions have been submitted. Waiting for USDA to close the CoBank interim loan. Once completed we will begin making the monthly payments of about \$6,301. Summit Contracting working on required forms before the notice to proceed with the water mains can take place.

**Sedona Lofts:** The next public hearing for this project is Tuesday at 4:30pm, the same time as the Board meeting. Received preliminary drawings. Sent the engineer the estimated tap fees. See attached letter to the Sefton Engineering.

**Current Leaks:** 200 Willow Way, 140 Oak Creek Blvd, 140 Northview. All being monitored.

**ADEQ Inspection:** Email from ADEQ stated for Wayne to sign up for his test as soon as he is eligible.

**5-Year Rate Study:** Once Ullman & Associates has completed our annual financials, we will submit them to Tom Bourassa so he updates the 5-Year rate plan with the new USDA loan.

**Oak Creek Domestic Water Improvement District  
Public Meeting – held at 90 Oak Creek Boulevard, Sedona, AZ  
Tuesday, June 20, 2023**

- 1. Call to order and roll call:**  
Called to order at 4:30 P.M.  
Present: Bob Bareuther, Doug Bowen, Ed Dowling, Paul Slevin, Chan Smith, Paul LeFevre...Creed Ostler (absent)
- 2. Call to Public for Items not on the Agenda:**
- 3. Manager's Report:**  
General Manager update the BOD – See General Manager's attachment.
- 4. Consent Agenda Items:**
  - A. Approval of May 2023, BOD Meeting Minutes.
  - B. Approval of May 2023, Financials.  
Paul Slevin made motion to approve all Consent Agenda Items/ Seconded by Ed Dowling/All approved.
- 5. Regular Agenda Items:**
  - A. State Update and Discussion about USDA Grant/Loan Projects  
This afternoon USDA emailed the revised letter of conditions for granting the additional grant and loan funds requested. The packet was presented to the board. Tom Bourassa was contacted and given the information to review prior to completing a revised 5-year plan. If Tom does not see any red flags with the new loan and adjusting the rates, the Board has agreed to proceed with obtaining the additional funds.
- 6. Announcements:**
  - A. Next Board Meeting: July 18, 2023, at 4:30 P.M.
- 7. Executive Session Items:**

BOD Motion: Due to inflation and shortage of employees, it is recommended to increase the base rate of all employees by the current cost of living (COLA). Based on these conditions it is also recommended to give Wayne Butler, Operations Manager, a one-time bonus of \$1,000 for his exceptional performance this past year.  
Motion by Paul Slevin, Seconded by Chan Smith. All in favor. No nay votes.
- 8. Adjournment:**  
Motion to adjourn/5:30 P.M./ Paul Slevin

**Respectfully submitted,  
Becky Lisle  
Business Manager, Oak Creek Domestic Water Improvement District**



**Oak Creek Domestic Water Improvement District  
Special Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
July 13, 2023**

**1. Call to order and roll call:**

- Called to order at 10:00 A.M..
- Present: Doug Bowen, Ed Dowling, Creed Ostler, Paul Slevin, Chan Smith
- Bob Bareuther (absent), Paul LeFevre (absent)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

**4. Consent Agenda Items:**

**5. Regular Agenda Items:**

- A. Discussion and resolution action in regards to the USDA Grant/ Loan Project Interim Financing

Chan Smith made motion to approve Resolution 2023-03 and Resolution 2023-04 authoring interim financing in the amount of \$2,598,000 with CoBank and RCAC (Rural Community Assistance Corporation) respectively, with the fact that one of these two resolutions will be repealed at the August 2022, meeting once an agreement has been signed with the other of these two loaning agencies referenced. Seconded by Paul Slevin/ ALL approved.

**6. Executive Session Items**

**7. Announcements:**

- A. Next Regular Board Meeting: July , 2023, at 4:30 P.M

**8. Adjournment:**

- Motion to adjourn/ 10.05 A.M./ Ed Dowling.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**Oak Creek Domestic Water Improvement District  
Special Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
July 13, 2023**

**1. Call to order and roll call:**

- Called to order at 10:00 A.M..
- Present: Doug Bowen, Ed Dowling, Creed Ostler, Paul Slevin, Chan Smith
- Bob Bareuther (absent), Paul LeFevre (absent)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

**4. Consent Agenda Items:**

**5. Regular Agenda Items:**

- A. Discussion and resolution action in regards to the USDA Grant/ Loan Project Interim Financing

Chan Smith made motion to approve Resolution 2023-03 and Resolution 2023-04 authoring interim financing in the amount of \$2,598,000 with CoBank and RCAC (Rural Community Assistance Corporation) respectively, with the fact that one of these two resolutions will be repealed at the August 2022, meeting once an agreement has been signed with the other of these two loaning agencies referenced. Seconded by Paul Slevin/ ALL approved.

**6. Executive Session Items**

**7. Announcements:**

- A. Next Regular Board Meeting: July , 2023, at 4:30 P.M

**8. Adjournment:**

- Motion to adjourn/ 10.05 A.M./ Ed Dowling.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

# NOTICE AND AGENDA OF PUBLIC MEETING OF THE OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT

## NOTICE

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **August 15, 2023** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

## AGENDA

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3. **Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
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  - A. Approval of July's Board meeting minutes.
  - B. Approval of July's financials.
5. **Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects
6. **Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
7. **Announcements.**
  - A. Next Board Meeting September 19, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
8. **Adjournment.**

Oak Creek Domestic Water Improvement District



Board Member

Dated:

8/11/23

Posted at: (time)

1:15 PM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **August 21, 2023 beginning at 2:30 p.m., at 90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).


**AGENDA**

- 1. Call to order and roll call.**
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**A. Discussion and Approval of USDA Loan Resolution Form RUS Bulletin 1780-28**

- 4. Announcements.**
  - A. Next Board Meeting September 19, 2023 at 4:30 p.m.
- 5. Adjournment.**

**Oak Creek Domestic Water Improvement District**

  
\_\_\_\_\_  
Board Member

Dated: 8/18/23 Posted at: (time) 8:30am

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

**Oak Creek Domestic Water Improvement District  
Special Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
August 21, 2023**

**1. Call to order and roll call:**

Called to order at 2:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith  
Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Consent Agenda Items:**

A. Discussion and approval of USDA Loan Resolution Form RUS Bulletin 1780-28.

Ed Dowling made motion to approve and sign the USDA Loan Resolution Security Agreement, RUS Bulletin 1780-28, for the principal amount of \$2,325,000. Seconded by Paul LeFevre All approved.

**7. Announcements:**

A. Next Regular Board Meeting: September 19, 2023, at 4:30 P.M

**8. Adjournment:**

- Motion to adjourn/ 2:47./ Paul Slevin.

**Respectfully submitted,  
Creed Ostler  
Secretary, Oak Creek Domestic Water Improvement District**

# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: August 12, 2023

RE: General Manager Report

## **Financial**

The billing charges for August 2023 were \$57,600.

Infrequent and one-time major expenses in August:

- \$31,300 Envirotech (John Patton) Well 4, VFD, etc

- \$5,190 Rovey – Saddlerock Easements

Infrequent and one-time major revenue for August:

- None

## **Operations**

- Flushing dead end mains, found extras not shown to me by previous operators.

- Walking/bushwacking hidden mainline Forest Circle/need to do airport next.

- High temps due to GFCI fault @004/Patton work is good, outlet faulty.

- Internet outage at office/power off 3 units instead of modem only should suffice next time.

## **Management**

**USDA Grant/Loan Update:** The arsenic treatment system for Well 4 should be on-line some time before Labor Day. Fann wanted a 4 month time extension to complete Well site 2 and 3. See attached letter to Fann. Waiting for USDA to close the CoBank interim loan. Once completed we will begin making the monthly payments of about \$6,301. Summit Contracting working on required forms before the notice to proceed with the water mains can take place. Interim financing was approved on Friday with RCAC. Now the paperwork begins. See attached drafted letter to the CEO (conversation on phone instead). USDA is still making it difficult for all to award Summit Construction.

**Sedona Lofts:** The next public hearing for this project was last month. The project was modified with a new roof detail. Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees.

**Current Leaks:** 200 Willow Way, 140 Oak Creek Blvd, 140 Northview. All being monitored.

**ADEQ Inspection:** Email from ADEQ confirming Wayne as sign up for his test this month..

**5-Year Rate Study:** Once Ullman & Associates has completed our annual financials, we will submit them to Tom Bourassa so he updates the 5-Year rate plan with the new USDA loan.

**Landlord Motion (Previous):** Letters are ready to go out. Possible concern, we will not have current tenant information.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
July 20, 2023**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith  
Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See General Manager's attachment.

**4. Consent Agenda Items:**

A. Approval of June 20, 2023, Regular BOD Meeting Minutes.

B. Approval of July 13, 2023, Special BOD Meeting Minutes

C. Approval of June 2023, Financials

Ed Dowling made motion to approve all Consent Agenda Items/ Seconded by Paul Slevin/ All approved.

**5. Regular Agenda Items:**

A. Status Update and Discussion about USDA Grant Loan Projects.

**6. Executive Session Items**

Moved into Executive Session at 4:38 P.M.

Personnel

**7. Announcements:**

A. Next Regular Board Meeting: August 15 , 2023, at 4:30 P.M

**8. Adjournment:**

- Motion to adjourn/ 4:57 P.M./ Paul Slevin.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

# **Oak Creek Water District**

**“Serving West Sedona Since 1953”**

90 Oak Creek Blvd

Sedona, AZ 86336

928 282-3404 – [info@oakcreekwater.com](mailto:info@oakcreekwater.com)

**August 5, 2023**

**Paul Johnson, Operations Director  
Fann Environmental  
6708 Corsair Ave., Suite A  
Prescott, Arizona 86301**

**RE: Substantial Completion Date**

**Dear Mr. Johnson:**

**The Arsenic Removal System and Tank Repairs projects is now over 60 days past its revised substantial completion date of May 31, 2023. See attached.**

**The amended consent order from ADEQ has a complete construction of the arsenic systems date of December 25, 2022. This is now 7 months past their deadline. See attached. Up through April we have been asked for monthly updates. Since April, the request for updates has increased to every two weeks. Going months without an update would not be acceptable.**

**The EJCDC contract between Oak Creek Water District and Fann Environmental was approved and funded by USDA. Section 10 discussing liquidated damages. See attached.**

**In Summary, this project needs completed now.**

**There is a growing concern amongst our residents. The required quarterly arsenic testing by ADEQ for wells 2, 3 and 4 for the 1<sup>st</sup> and 2<sup>nd</sup> Quarter of 2023 were 11.0, 11.0, 10.0 and 11.0, 10.0, 8.9 respectfully. We have been holding off doing the 3<sup>rd</sup> Quarter testing in hopes of having the system running. At every monthly board meeting and by calls at the office we are questioned when the arsenic system will be in place. If you remember during the bidding process our residents insist that we choose a media that does not involve chlorine. They are health oriented and concerned residents.**



The current discussion about taking down Wells 2 and 3 for three weeks has been discussed and is not feasible at this time. This has indirectly been addressed with Addendum 2 during the bidding process when questions about the storage tanks being offline for rehab were asked. The answer was "Storage tanks can be taken down for service depending on the time of year and water usage. Coordinate with Oak Creek Water District." If the project was on schedule, then the request for shutting off Wells 2 and 3 for three weeks would have been considered. Like the storage tanks, it could have taken place between November, 2022 and March, 2023.

The current discussion about waiting until November of 2023 has also been discussed and is also not feasible. This would take a second amendment to the ADEQ consent order. If that would be approved the question would still arise with USDA about liquidated damages. It appears the most effective means for completing this project as soon as possible is to isolate Well 2 as SWI has suggested and continue working to complete this project since time has run out on all levels.

Sincerely,

A handwritten signature in black ink, appearing to be 'Doug Bowen', with a stylized flourish extending to the right.

Doug Bowen  
Chairman/General Manager

cc: Steve Wene, Moyes, Sellers & Hendricks

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

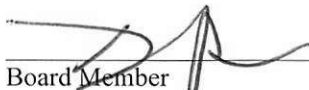
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  - A. Approval of August's Board meeting minutes.
  - B. Approval of August's financials.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects
  - B. Motion to rescind the CoBank Loan Resolution
  - C. Motion to modify the landlord motion regarding responsibility of tenant's with outstanding bills.
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
- 7. Announcements.**
  - A. Next Board Meeting October 17, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

Oak Creek Domestic Water Improvement District

  
\_\_\_\_\_  
Board Member

Dated: 9/15/23 Posted at: (time) 4:00 PM

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# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: September 15, 2023

RE: General Manager Report

## **Financial**

The billing charges for September 2023 were \$63,400.

Infrequent and one-time major expenses in September:

-None

Infrequent and one-time major revenue for September:

-\$1,760 Workman's Comp Overpayment

## **Operations**

-Passed the D2 exam and violation closed with ADEQ

-Assisting FANN @ 002 & 003, increased manpower and urgency to complete project

-Lead and Copper notifications signed by Jason and a lost violation went away

## **Management**

**USDA Grant/Loan Update:** ADEQ will be inspecting the Arsenic systems at both well sites on August 21<sup>st</sup> for final approval. Contracts are being signed with Summit Construction of Flagstaff for the water main projects with a notice to proceed date of October 1, 2023. The five straight streets will be awarded first with Willow Way being the first street under construction. Waiting for USDA to close the CoBank interim loan. Once completed we will begin making the monthly payments of \$6,301. A Title Commitment was completed by Empire Title as required by USDA. Ron Rovey assisted in making the contact. The second interim loan with RCAC is complete.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results so it appears the project is in motion.

**Current Leaks:** 200 Willow Way, 140 Oak Creek Blvd, 140 Northview. All being monitored.

**5-Year Rate Study:** Once Ullman & Associates has completed our annual financials, we will submit them to Tom Bourassa so he updates the 5-Year rate plan with the new USDA loan.

**Landlord Motion (Previous):** Letters are ready to go out once revised motion has been made. See attached.

## Arsenic System FAQ's

The arsenic system installed utilizing MetSorb adsorbent Media. This technology has been available since the early 2000s, with over 5,000 installations worldwide. It is accepted by the EPA, AWWA and all State agencies as a method to remove arsenic safely from drinking water.

What are the specs on the treatment system: materials used, extraction method, containment, etc?

The media (referenced as pellets) is MetSorb HMRG by Graver Technologies. The process is called Adsorption, it is considered passive and does not require any chemicals to be injected.

What is the expected noise level of the system when operational?

No noise level to be expected.

What are the contamination risks if one or more of the tanks leaks or if the pellets are dropped?

None, the media and the arsenic bind to each other. The process of removal spent media is highly controlled to prevent spills of media.

What is the concentration level of arsenic in the pellets and backwash water since Arsenic greater than 5.0 mg/L is a hazardous material according to RCRA?

The concentration of Arsenic in the pellets is less than 5.0mg/L. The arsenic attaches to the titanium surface and pore structure. During backwash the idea is to remove fines like silt and sand that increase the pressure delta across the media bed, that come up from the well, not to flush out the arsenic into a concentrated sludge.

Do you have test results that show the amount of arsenic that is likely to leach out of the pellets? Will this amount enter the backflush water? What happens to it then?

Short answer is there is no leaching out. More details can be found in the AWWA Research Foundation – Adsorbent Treatment Technologies for Arsenic Removal, 2005.

How are the waste products (saturated pellets) disposed of?

Waste samples are tested for leaching of metals, permitted and sent to landfill as a non-hazardous special waste, assuming the test results are acceptable. This hasn't been an issue in the 15 years Canyon Filtration (subcontractor for this project and owner of Big Park Water in VOC) has been doing this.

What is the chemical form of Arsenic in the water?

Based on the engineering report 2021, Arsenic V (arsenate) is present with Arsenic III (arsenite) non-detect.

Does this form change during the treatment process? If so, to what?

Assuming this is from arsenite > arsenate, no, arsenite is not present and no oxidation is present to convert arsenite to arsenate. Although the media will remove both forms with or without converting.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
August 15, 2023**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith  
Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See General Manager's attachment.

**4. Consent Agenda Items:**

A. Approval of July Board meeting minutes

B. Approval of July financials.

Paul Slevin made motion to approve July minutes and July financials. Seconded by Chan Smith/ All approved.

**5. Regular Agenda Items:**

A. Status update and discussion about USDA Grant Loan Projects. Special meeting may need to be called to sign the forms to close the CoBank interim loan and begin paying on the USDA loan.

B. Discussion/ Suggestion that the next newsletter answer some of the questions/ concerns/ impact of the nearly completed water treatment system

**6. Executive Session Items:**

**7. Announcements:**

A. Next Regular Board Meeting: September 19, 2023, at 4:30 P.M

**8. Adjournment:**

- Motion to adjourn/ 4:57 P.M. Chan Smith.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**Oak Creek Domestic Water Improvement District  
Special Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
August 21, 2023**

**1. Call to order and roll call:**

Called to order at 2:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith  
Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Consent Agenda Items:**

A. Discussion and approval of USDA Loan Resolution Form RUS Bulletin 1780-28.

Ed Dowling made motion to approve and sign the USDA Loan Resolution Security Agreement, RUS Bulletin 1780-28, for the principal amount of \$2,325,000. Seconded by Paul LeFevre All approved.

**7. Announcements:**

A. Next Regular Board Meeting: September 19, 2023, at 4:30 P.M

**8. Adjournment:**

- Motion to adjourn/ 2:47./ Paul Slevin.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District (“District”) will hold a public meeting on **October 17, 2023** beginning at **4:00 p.m. for a walk through of the arsenic system at 252 Oak Creek Blvd followed by the standard monthly meeting being at 4:30 p.m. at 90 Oak Creek Blvd.** The District Board may vote to go into executive session for purposes of obtaining legal advice from the District’s attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

1. **Call to order and roll call. Walk through of Arsenic System.**
2. **Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
3. **Manager’s Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
4. **Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of September’s Board meeting minutes.
  - B. Approval of September’s financials.
5. **Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects
  - B. Discussion about the landlord/tenant policy regarding an outstanding balance.
6. **Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
7. **Announcements.**
  - A. Next Board Meeting November 21, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
8. **Adjournment.**

**Oak Creek Domestic Water Improvement District**

  
\_\_\_\_\_  
Board Member

Dated: 10/13/23 Posted at: (time) 2:50 pm

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: October 13, 2023

RE: General Manager Report

## **Financial**

The billing charges for October 2023 were \$56,100.

Infrequent and one-time major expenses in October:

- \$2,336 SPMR Meter Software Annual

- \$ 341 5-Year Website Domain GoDaddy

Infrequent and one-time major revenue for October:

- none

## **Operations**

- 120 Endpoints installed Saddlerock finished and Birch/Willow.
- Northview HOA park assisted in fixing berm for wash, also potential for improvement project to stage Summit equipment there.
- Arsenic Start up and quick tutorial on backwashing media. Q3 Test results were great taking our average down for the year under MCL.
- Pipes painted on treatment system.
- Studying for T2 test. Eligible to test 10-20-23, scheduled test 11-08-2023

## **Management**

**USDA Grant/Loan Update:** Arsenic system is complete. Third quarter testing results for Wells 2, 3 and 4 were 5.9, 7.4 and 5.4 respectfully. The four-quarter averages for Wells 2, 3 and 4 were all below the 10 ppb limit at 9.5, 9.6 and 8.8. In the weeks ahead we will find out what our required annual arsenic testing will be. A preconstruction meeting with Summit Construction should be set up shortly. The five straight streets will be awarded first with Willow Way being the first street under construction. See attached proposed newsletter will information for the customer on both of these projects. Waiting for USDA to close the CoBank interim loan. Once completed the monthly payments of \$6,301 will begin.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results so it appears the project is in motion.

**Current Leaks:** 80,200&240 Willow Way, 140 Oak Creek Blvd, 140 Northview and 225 airport/valley view All being monitored.

**5-Year Rate Study:** Once Ullman & Associates has completed our annual financials, we will submit them to Tom Bourassa so he updates the 5-Year rate plan with the new USDA loan.

**Landlord Letters (Previous):** Letters went out to all landlords about the revised policy.



## **Landlord/Tenant Account History**

### **February 2023**

After the issues with 185 Sierra Road, Steve Wene was contacted. He is our water attorney that currently represents over 100 water systems in Arizona. We discussed past due bills, expenses to recoup our money versus writing them off along with the deposit issues we have had over the years. He stated we should have been requiring the landlord to be the name on the account since day one of becoming a district.

### **March 21, 2023 Meeting**

Board made a motion and approved to require residential landlords be named as the account owner and be responsible for all bills.

### **April 2023 Newsletter**

The new landlord/tenant policy was included in the April 2023 newsletter. The office received no responses from the newsletter or from the minutes approved.

### **August, 2023**

Becky was having a discussion with Bart at Freedom Mailing about creating a mailing database. The topic came up that we were worried about not having the tenant's information in case of a water outage or emergency. He stated that at his various rental properties the water companies have it set up that the bill states in the tenant's name but landlords are notified of outstanding bills. If the water is shut off it is not turned back on until the bill is paid in full.

### **September 19, 2023 Meeting**

Board made a motion and approved the modification to the landlord/tenant policy.

### **September 20, 2023 Letters**

101 letters were sent out. We received three landlord calls asking if this was specific for them worried that their tenants were not paying their bills. We received a call from the neighbor next door verifying that the bill was put back in her names now that the tenant moved out and the house was for sale. We received one objection to the policy from the owner of 220 Willow Way.

### **October 2023 Newsletter**

This revised policy is included in the October 2023 newsletter ready to go to the printers next week.

## Arsenic System FAQ's

The arsenic system installed utilizing MetSorb adsorbent Media. This technology has been available since the early 2000s, with over 5,000 installations worldwide. It is accepted by the EPA, AWWA and all State agencies as a method to remove arsenic safely from drinking water.

What are the specs on the treatment system: materials used, extraction method, containment, etc?

The media (referenced as pellets) is MetSorb HMRG by Graver Technologies. The process is called Adsorption, it is considered passive and does not require any chemicals to be injected.

What is the expected noise level of the system when operational?

No mechanical noise to be expected. The prefilter is set to flush out sand and silt before entering the arsenic removal system. This might cause the sound of running water for about 10 minutes daily.

What are the contamination risks if one or more of the tanks leaks or if the pellets are dropped?

None, the media and the arsenic bind to each other. The process of removal spent media is highly controlled to prevent spills of media.

What is the concentration level of arsenic in the pellets and backwash water since Arsenic greater than 5.0 mg/L is a hazardous material?

The concentration of Arsenic in the pellets is less than 5.0mg/L. The arsenic attaches to the titanium surface and pore structure. During backwash the idea is to remove fines like silt and sand that increase the pressure delta across the media bed, that come up from the well, not to flush out the arsenic into a concentrated sludge.

What is the backwashing procedure?

Backwashing is running water in reverse through the removal media storage tank to fluff it up, making the treatment more efficient. The system will be backwashed every six months and will discharge over a five-day period at less than 1,000 gallons/day meeting ACC R18-9-B301 Type I general permit requirements.

Do you have test results that show the amount of arsenic that is likely to leach out of the pellets? Will this amount enter the backflush water? What happens to it then?

Short answer is there is no leaching out. More details can be found in the AWWA Research Foundation – Adsorbent Treatment Technologies for Arsenic Removal, 2005.

How are the waste products (saturated pellets) disposed of?

Waste samples are tested for leaching of metals, permitted and sent to landfill as a non-hazardous special waste, assuming the test results are acceptable. This hasn't been an issue in the 15 years Canyon Filtration (subcontractor for this project and owner of Big Park Water in VOC) has been doing this.

What is the chemical form of Arsenic in the water?

Based on the 2021 engineering report, Arsenic V (arsenate) is present with Arsenic III (arsenite) non-detect. No oxidation is present to convert arsenite to arsenate. Although the media will remove both forms with or without converting.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
September 19, 2023**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling (absent), Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See General Manager's attachment.

**4. Consent Agenda Items:**

A. Approval of August Board meeting minutes

B. Approval of August financials.

Paul Slevin **made motion** to approve minutes and financials. **Seconded by Paul LeFevre/ All approved.**

**5. Regular Agenda Items:**

A. Status update and discussion about USDA Grant Loan Projects. Special meeting may need to be called to sign the forms to close the CoBank interim loan and begin paying on the USDA loan.

B. Motion to rescind the CoBank Loan Resolution:

Paul Slevin **made motion** to repeal Resolution 2023-3 passed at the July 13, 2023, meeting authorizing interim financing with CoBank. **Seconded by Chan Smith/ ALL approved.**

C. Motion to modify the landlord motion regarding responsibility of tenants with outstanding bills:

Chan Smith **made motion** to modify the Landlord/Tenant motion passed at the March 21, 2013, meeting to read as follows: Landlords will be responsible for all outstanding residential OCDWID accounts under their name. The landlords will be notified, utilizing the current contact information on file, that there is a delinquent account and the water is being turned off until the balance is paid in full. **Seconded by Paul Slevin/ ALL approved.**

**6. Executive Session Items:**

**7. Announcements:**

A. Next Regular Board Meeting: October 17, 2023, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 4:46 P.M./ Chan Smith.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **November 21, 2023** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

1. **Call to order and roll call.**
2. **Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
3. **Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
4. **Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of October's Board meeting minutes.
  - B. Approval of October's financials.
5. **Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects .
6. **Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
7. **Announcements.**
  - A. Next Board Meeting December 19, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
8. **Adjournment.**

Oak Creek Domestic Water Improvement District

  
Board Member

Dated: 11/17/23 Posted at: (time) 2:45 PM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: November 17, 2023

RE: General Manager Report

## **Financial**

The billing charges for November 2023 were \$57,600.

Infrequent and one-time major expenses in November:

- \$667 Upper Case Printing/Freedom Mailing
- \$6,576 Ullman & Co. Annual Audit
- \$2,208 Philadelphia Insurance
- \$2,493 Mission Control

Infrequent and one-time major revenue for November:

- none

## **Operations**

- <20 Endpoints of the 450 initial order left to be installed, another 350 in for March arrival.
- Northview HOA park assisted in fixing berm for wash, also potential for improvement project to stage Summit equipment there.
- Arsenic Start up and quick tutorial on backwashing media. Q3, Q4 and post construction monitoring results were great. Taking our average for the year under MCL.
- Pipes painted on treatment system and labeled with arrows and wording.
- Temporary fence permanently fixed at 002&003.
- Went to PHX earlier this month and passed my Treatment II test and got updated cert!!!

## **Management**

**USDA Grant/Loan Update:** Fourth quarter testing results for Wells 2, 3 and 4 were 5.2, 5.0 and 5.2 respectfully. The four-quarter averages for Wells 2, 3 and 4 are well below the 10 ppb limit. A preconstruction meeting and a scheduling follow up meeting with Summit Construction was held and all ready to go January 1<sup>st</sup>. The five straight streets will be awarded first with Willow Way being the first street under construction. Waiting for USDA to close the CoBank interim loan. We are closer. Once completed the monthly payments of \$6,301 will begin.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results so it appears the project is in motion.

**Current Leaks:** 80,200&240 Willow Way, 140 Oak Creek Blvd, 140 Northview and 225 airport/valley view All being monitored.

**5-Year Rate Study:** Ullman & Associates has completed our annual financials, and we have submitted the data to Tom Bourassa so he updates the 5-Year rate plan with the new USDA loan. We will need a proposed budget and rate increase schedule for the January



**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
October 17, 2023**

**1. Call to order and roll call:**

Called to order at 4:00 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone)

This month's BOD Meeting commenced at the well site on Oak Creek Boulevard. All gathered to tour the arsenic removal system and then moved to the water district office to resume the regular monthly meeting.

**2. Call to the Public for Items not on the Agenda:**

A landlord living in the District spoke concerning the landlord/tenant outstanding water bill policy adopted by the BOD.

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See attachment.

**4. Consent Agenda Items:**

A. Approval of September Board meeting minutes

B. Approval of September financials.

Chan Smith **made motion** to approve minutes and financials. **Seconded by Paul Slevin/ All approved.**

**5. Regular Agenda Items:**

A. Status update and discussion about USDA Grant Loan Projects.

B. Discussion about the landlord/tenant policy regarding an outstanding balance.

Landlords will be responsible for all outstanding residential OCDWID accounts under their name.

The landlords will be notified, utilizing the current contact information on file, that there is a delinquent account and the water is being turned off until the balance is paid in full.

**6. Executive Session Items:**

**7. Announcements:**

A. Next Regular Board Meeting: November 21, 2023, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 5:28 P.M./ Chan Smith.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

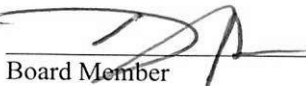
**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District (“District”) will hold a public meeting on **December 19, 2023** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District’s attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

1. **Call to order and roll call.**
2. **Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
3. **Manager’s Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
4. **Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of November’s Board meeting minutes.
  - B. Approval of November’s financials.
5. **Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
  - B. Initial discussions on 2024-25 Budget and 5-year plan rate increase.
6. **Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
7. **Announcements.**
  - A. Next Board Meeting January 16 or 23, 2023 at 4:30 p.m.
  - B. Future Board agenda items.
8. **Adjournment.**

Oak Creek Domestic Water Improvement District

  
Board Member

Dated: 12/15/23 Posted at: (time) 2:30 pm

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.



# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd  
Sedona, AZ 86336

Date: December 19, 2023

RE: General Manager Report

## **Financial**

The billing charges for December 2023 were \$52,000.

Infrequent and one-time major expenses in December

- \$18,807 Empire Title – Closure and Final Pay on CoBank interim

- \$416 ADOT – Truck Renewal – 2 years

Infrequent and one-time major revenue for December:

- none

## **Operations**

- Endpoints all installed, 350 more in for March arrival.

- Callout on Thursday night 12/7 @ PANO both pumps faulted, most likely APS surge.

- Budget discussions slow drip.

- Canyon State Filtration trying to finalize treatment systems...

- Airport upgrade potential quote and discussion with Envirotech and Ardurra.

## **Management**

**USDA Grant/Loan Update:** ADEQ has terminated the Arsenic consent order since all conditions were made. A final walk through of the well and storage tank sites was completed by USDA this past Thursday. Summit Construction is ready to begin construction the first of the year. The five straight streets have been awarded with Willow Way being the first street under construction. The interim loan with CoBank has been closed and we will start making the \$6,301/month payments on USDA Loan 1 this January.

**Northview Lofts:** Mike Wise stopped this afternoon asking for a will serve letter. He has a design to modify the old Bank of America building into 16 condo living units.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results so it appears the project is in motion.

**89A/Airport Road:** Additional service for maintenance bld. Circle building (future restaurant)

**Current Leaks:** 80,200 & 240 Willow Way, 140 Oak Creek Blvd, 140 Northview and 225 airport/valley view All being monitored.

**5-Year Rate Study:** We had our kickoff meeting with Tom Bourassa last week. He hopes to complete the resided study that will include the second USDA Loan by late January. The budget and rate increase will be voted on as part of the February meeting after properly advertised in January.

**Oak Creek Domestic Water Improvement District  
Public Meeting – held at 90 Oak Creek Boulevard, Sedona, AZ  
Tuesday, November 21, 2023**

**1. Call to order and roll call:**

Called to order at 4:40 P.M.

Present: Doug Bowen, Ed Dowling, Chan Smith, Paul LeFevre...Creed Ostler (absent) Paul Slevin (absent) Bob Bareuther (absent)

**2. Call to Public for Items not on the Agenda:**

A. Received another letter from Rizzi's requesting a more detailed explanation of landlord responsibility.

**3. Manager's Report:**

General Manager update the BOD – See General Manager's attachment.

**4. Consent Agenda Items:**

A. Approval of October 2023, BOD Meeting Minutes.

B. Approval of October 2023, Financials.

Ed Dowling made motion to approve all Consent Agenda Items/ Seconded by Paul LeFevre/All approved.

**5. Regular Agenda Items:**

A. Status Update and Discussion about USDA Grant/Loan Projects, CoBank payoff.

B. Updated information sent to Tom Bourassa for 5 year rate study.

**6. Announcements:**

A. Next Board Meeting: December 19, 2023, at 4:30 P.M.

B. Christmas party will be held after meeting at 5:30 P.M.

**7. Executive Session Items:**

**8. Adjournment:**

Motion to adjourn/4:58 P.M.

**Respectfully submitted,**

**Becky Lisle**

**Business Manager, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**


**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District (“District”) will hold a public meeting on **January 16, 2024** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District’s attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

- 1. Call to order and roll call.**
- 2. Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
- 3. Manager’s Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
- 4. Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of November’s Board meeting minutes.
  - B. Approval of November’s financials.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
  - B. Propose a 2024-25 Budget and 5-year plan rate increase.
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
- 7. Announcements.**
  - A. Next Board Meeting February 20, 2024 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

**Oak Creek Domestic Water Improvement District**

  
\_\_\_\_\_  
Board Member

Dated: 1/12/24 Posted at: (time) 10:15 AM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: January 11, 2024

RE: General Manager Report

## **Financial**

The billing charges for January 2024 were \$43,200.

Infrequent and one-time major expenses in January

- \$471 CTS Copier Annual Contract

- \$XXX KP Ventures Check Valve Repair Well 4

Infrequent and one-time major revenue for January:

- \$4,980 CD interest (USDA reserves fund)

## **Operations**

- Summit potholing and work begins on Willow.

- KP ventures Friday & Saturday for replacing and adding check valves on 004.

- Canyon State Filtration still trying to finalize treatment systems...

- Questions and discussion regarding subsidization potential for living in district, is this a reality?

## **Management**

**USDA Grant/Loan Update:** ADEQ has terminated the Arsenic consent order since all conditions were made. Summit Construction has been potholing and construction on Willow Way should be under way shortly.

**Well 4:** Water Hammer issue. KP Venture replaced and added a check valve.

**Northview Lofts:** Mike Wise stopped this afternoon asking for a will serve letter. He has a design to modify the old Bank of America building into 16 condo living units.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results so it appears the project is in motion.

**89A/Airport Road:** Additional service for maintenance bld. Circle building (future restaurant)

**Current Leaks:** 80,200 & 240 Willow Way, 140 Oak Creek Blvd, 140 Northview and 225 airport/valley view All being monitored.

**5-Year Rate Study:** We had our kickoff meeting with Tom Bourassa last week. He hopes to complete the resided study that will include the second USDA Loan by late January. The budget and rate increase will be voted on as part of the February meeting after properly advertised in January.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
December 19, 2023**

**1. Call to order and roll call:**

Called to order at 4:26 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See attachment.

**4. Consent Agenda Items:**

A. Approval of November Board meeting minutes

B. Approval of November financials.

Ed Dowling **made motion** to approve minutes and financials. **Seconded by Paul LeFevre/ All approved.**

**5. Regular Agenda Items:**

A. Status update and discussion about USDA Grant Loan Projects.

B. Initial discussions on 2024-25 Budget and 5-year rate increase plan.

C. Paul Slevin **made motion** to allow Becky Lisle to carry over 12 hours of her 18 hours of Personal Time to celebrate her 50th Anniversary. **Seconded by Chan Smith/ All approved.**

D. Customers wanting individually/ manually read/ monthly water meter reads will be required to pay an additional fee each month.

E. Becky is currently scanning all paper files and saving the information to our computer files.

**6. Executive Session Items:**

**7. Announcements:**

A. Next Regular Board Meeting: January 16, 2024, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 4:41 P.M./ Ed Dowling.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

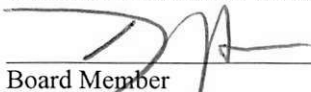
**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **February 20, 2024** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

- 1. Call to order and roll call.**
- 2. Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
- 3. Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
- 4. Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of January's Board meeting minutes.
  - B. Approval of January's financials.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
  - B. Discuss and approve a 2024-25 Budget and rate increase.
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
  - A. Personnel
- 7. Announcements.**
  - A. Next Board Meeting March 19, 2024 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

**Oak Creek Domestic Water Improvement District**

  
\_\_\_\_\_  
Board Member

Dated: 2/16/24 Posted at: (time) 10:00 AM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

Comparison of Proposed 2024 Rates to 2023 Rates

## MONTHLY USAGE CHARGE\*

Meter Size	Base Rate	2023 Base Rate	Increase to Base Rate	Account Breakdown
3/4"	\$19.43	\$18.26	\$1.17	85%
1"	\$32.39	\$30.47	\$1.92	7%
1 1/2"	\$64.61	\$60.77	\$3.84	3%
2"	\$103.43	\$97.28	\$6.15	2%
3"	\$194.05	\$182.50	\$11.55	1%
4"	\$323.47	\$304.24	\$19.23	1%
6"	\$646.74	\$608.28	\$38.46	1%

\*Multi-Unit Monthly Charge is a 3/4" meter charge times number of units

## COMMODITY RATES:

Meter Size	Per 1,000 gallons		
	2024	2023	Increase
<b>3/4" Meter Residential</b>			
0 to 4,000 gallons	\$2.28	\$2.13	\$0.15
4,001 to 10,000 gallons	\$3.96	\$3.78	\$0.18
Over 10,000 gallons	\$5.05	\$4.60	\$0.45
<b>3/4" Commercial, STR's &amp; Irrigation</b>			
0 to 12,000 gallons	\$3.96	\$3.78	\$0.18
Over 12,000 gallons	\$5.05	\$4.60	\$0.45
<b>1" Meter Residential</b>			
0 to 4,000 gallons	\$2.28	\$2.13	\$0.15
4,001 to 15,000 gallons	\$3.96	\$3.78	\$0.18
Over 15,000 gallons	\$5.05	\$4.60	\$0.45
<b>1" Meter Commercial, STR's &amp; Irrigation</b>			
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Over 15,000 gallons	\$5.05	\$4.60	\$0.45
<b>1 1/2" Meter Residential</b>			
0 to 4,000 gallons	\$2.28	\$2.13	\$0.15
4,001 to 25,000 gallons	\$3.96	\$3.78	\$0.18
Over 25,000 gallons	\$5.05	\$4.60	\$0.45
<b>1 1/2" Meter Commercial &amp; Irrigation</b>			
0 to 25,000 gallons	\$3.96	\$3.78	\$0.18
Over 25,000 gallons	\$5.05	\$4.60	\$0.45
<b>2" Meter Residential, Commercial &amp; Irrigation</b>			
0 to 40,000 gallons	\$3.96	\$3.78	\$0.18
Over 40,000 gallons	\$5.05	\$4.60	\$0.45
<b>3" Meter Residential, Commercial &amp; Irrigation</b>			
0 to 80,000 gallons	\$3.96	\$3.78	\$0.18
Over 80,000 gallons	\$5.05	\$4.60	\$0.45



# ELECTIONS 2024

## Important Dates to Remember



### March 12, 2024 (Vote by Mail)

210 day notice	August 15, 2023
180 Day Notice from Jurisdictions	September 14, 2023
First day to file nomination papers (150)	October 16, 2023 *
Last day to file nomination papers (120)	November 13, 2023
Last day for Special Dist write-in candidates to file (76)	December 27, 2023
Last day to mail UOCAVA ballots (45)	January 27, 2024
Last day for write-in candidates to file (40)	February 1, 2024
Last day to register to vote (29)	February 12, 2024
Early voting begins (27)	February 14, 2024
Last day to request an early ballot by mail (11)	March 1, 2024
Last day to receive a replacement ballot in-person	March 12, 2024

### August 6, 2024 (Primary Election)

210 day notice	January 9, 2024
180 Day Notice from Jurisdictions	February 8, 2024
First day to file nomination papers (150)	March 11, 2024
Last day to file nomination papers (120)	April 8, 2024
Last day for Special Dist write-in candidates to file (76)	May 22, 2024
Last day to mail UOCAVA ballots (45)	June 22, 2024
Last day for write-in candidates to file (40)	June 27, 2024
Last day to register to vote (29)	July 8, 2024
Early voting begins (27)	July 10, 2024
Last day to request an early ballot by mail (11)	July 26, 2024
Last day to vote early in person (4)	August 2, 2024

### March 19, 2024 (Presidential Preference Election - PPE)

#### (Presidential Preference Election - PPE)

*The date of the PPE may be changed by a proclamation issued by the Governor*

Last day for Governor's Proclamation of Election (180)	September 21, 2023
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### May 21, 2024 (Vote by Mail)

210 day notice	October 24, 2023
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First day to file nomination papers (150)	December 26, 2023
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210 day notice	April 9, 2024
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First day to file nomination papers (150)	June 10, 2024
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Last day for write-in candidates to file (40)	September 26, 2024
Last day to register to vote (29)	October 7, 2024
Early voting begins (27)	October 9, 2024
Last day to request an early ballot by mail (11)	October 25, 2024
Last day to vote early in person (4)	November 1, 2024

\* Statutory date is a non-business day.  
Date has been adjusted to the next business day.



# Oak Creek Water District

**“Serving West Sedona Since 1953”**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: February 16, 2024

RE: General Manager Report

## **Financial**

The billing charges for February 2024 were \$42,300.

Infrequent and one-time major expenses in February

- \$54 Larson Newspaper – Budget Rate Public Notice

- \$470 Freedom Mailing - Newsletter

- \$XXX KP Ventures Check Valve Repair Well 4 – No bill yet.

Infrequent and one-time major revenue for February: None

## **Operations**

- Break at meter box on corner of Saddlerock and WSR89A, repaired.

- Present coliform test at Sedona fit, resampling only hit downstream positive.

- Summit fly line ready to tie in for services, disinfected and bacT samples taken to lab.

- ADEQ new lead and copper rule, Lead Service Line Inventory deadline 10/16/24.

## **Management**

**USDA Grant/Loan Update:** Summit Construction has been installing temporary water lines along Willow Way and Birch Blvd.

**Lead and Copper Inventory:** ADEQ has received grant money to help 400 of the 600 water systems in Az with this new federal requirement. By October a preliminary list of all service connections must be submitted including the type of material on the public and the private side of each account. For the October deadline “unknown” is accepted as needed.

**Saddlerock Crossing:** Zoning Approved. Next to Council then 9 month for bldg permits.

**Northview Lofts:** Proposed 16 condo living units. Bank of America Building to be modified.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results so it appears the project is in motion.

**November Election:** 3 board openings. Applicant filings June 10<sup>th</sup> – July 8<sup>th</sup> w/Yavapai Cty

**5-Year Rate Study:** Tom completed a quick review of our finances which now includes a second grant loan since the 5-year rate study. Recommended was to bump up the five-year plan and apply the rates of year 5 instead of year 3. A full review will take place this fall.

**RCAC:** Issues continue with obtaining funds timely.

**Current Leaks:** 80,200 & 240 Willow Way, 140 Oak Creek Blvd, 140 Northview and 225 airport/valley view All being monitored.

# Oak Creek Water District

Comparison of Proposed 2024 Rates to 2023 Rates

## MONTHLY USAGE CHARGE\*

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# ELECTIONS 2024

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*The date of the PPE may be changed by a proclamation issued by the Governor*

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Last day to register to vote (29)	February 20, 2024 *
Early Voting Begins (27)	February 21, 2024
Last day to request an early ballot by mail (11)	March 8, 2024
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### May 21, 2024 (Vote by Mail)

210 day notice	October 24, 2023
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Last day to register to vote (29)	October 7, 2024
Early voting begins (27)	October 9, 2024
Last day to request an early ballot by mail (11)	October 25, 2024
Last day to vote early in person (4)	November 1, 2024

\* Statutory date is a non-business day.  
Date has been adjusted to the next business day.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
January 16, 2024**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone)

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See attachment.

**4. Consent Agenda Items:**

A. Approval of December Board meeting minutes

B. Approval of December financials.

Ed Dowling **made motion** to approve minutes and financials. **Seconded by Bob Bareuther/ All approved.**

**5. Regular Agenda Items:**

A. Status update and discussion about USDA Grant Loan Projects.

The District's two USDA loans, totaling \$16MM, require the District to set aside \$57,000, each year, to have reserves in place for payment of future repairs and/or replacement of major system assets.

B. Propose a 2024-25 Budget and 5-year rate increase plan.

Chan Smith **made motion** to accept Resolution 2024-01, a resolution adopting a tentative 2024-25 Budget and Fees. **Seconded by Paul Slevin/ All approved.**

**6. Executive Session Items:**

**7. Announcements:**

A. Next Regular Board Meeting: February 20, 2024, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 5:17 P.M./ Ed Dowling.

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**


**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **March 19, 2024** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

- 1. Call to order and roll call.**
- 2. Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
- 3. Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
- 4. Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of February's Board meeting minutes.
  - B. Approval of February's financials.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
- 7. Announcements.**
  - A. Next Board Meeting April 16, 2024 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

Oak Creek Domestic Water Improvement District

  
\_\_\_\_\_  
Board Member

Dated: 3/15/24 Posted at: (time) 2:00 PM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd

Sedona, AZ 86336

Date: March 15, 2024

RE: General Manager Report

## **Financial**

The billing charges for March 2024 were \$42,000.

Infrequent and one-time major expenses in March:

None

Infrequent and one-time major revenue for March:

None

## **Operations**

-15 Sycamore had a 1" service line break at the saddle, all night repair.

-Tuesday massive calamity after repair at 15 and meter swap @ 65 Sycamore, Summit and Art with big assist and board members presence and help much love and appreciation.

-ADEQ EPDS renamed 005 @ 002 & 003 on site with Jason and ADEQ.

-Final punch list walk through on Treatment project after CSF installed transducer.

## **Management**

**USDA Grant/Loan Update:** Summit Construction should be completed with Willow Way this week. Birch Blvd temporary water lines has been tested. The next street will then be Oak Creek Blvd. Fann will be requesting final payment for Arsenic/Tank Rehab Project.

**Lead and Copper Inventory:** ADEQ has received grant money to help 400 of the 600 water systems in Az with this new federal requirement. We submitted a preliminary list of our service connections and dates installed to ADEQ consultant company.

**Saddlerock Crossing:** Next public meeting at March 26, 2024, Council & zoning approval.

**Northview Lofts:** Proposed 16 condo living. Cost too much. Project scraped.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results, so it appears the project is in motion.

**November Election:** 3 board openings. Applicant filings June 10<sup>th</sup> – July 8<sup>th</sup> w/Yavapai Cty

**5-Year Rate Study:** Tom completed a quick review of our finances which now includes a second grant loan since the 5-year rate study. Recommended was to bump up the five-year plan and apply the rates of year 5 instead of year 3. A full review will take place this fall.

**Current Leaks:** 80,200 & 240 Willow Way, 140 Oak Creek Blvd, 140 Northview and 225 airport/valley view All being monitored.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
February 20, 2024**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone) - ALL Present

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See attachment.

**4. Consent Agenda Items:**

A. Approval of January Board meeting minutes

B. Approval of January financials.

Paul LeFevre **made motion** to approve minutes and financials. **Seconded by Ed Dowling/ All approved.**

**5. Regular Agenda Items:**

A. Status update and discussion about USDA Grant Loan Projects.

B. Discuss and approve a 2024-25 Budget and Rate Increase.

Ed Dowling **made motion** to approve Oak Creek Domestic Water Improvement District 2024-25 Projected Budget and adopt Resolution No. 2024-02, setting rates and fees. **Seconded by Paul LeFevre/ All approved**

**6. Executive Session:**

**7. Announcements:**

A. Next Regular Board Meeting: March 19, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 5:55 P.M./ Chan Smith

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**



# NOTICE AND AGENDA OF PUBLIC MEETING OF THE OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT

## NOTICE

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **April 16, 2024** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

## AGENDA

1. **Call to order and roll call.**
2. **Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
3. **Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
4. **Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of March's Board meeting minutes.
  - B. Approval of March's financials.
5. **Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
6. **Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
7. **Announcements.**
  - A. Next Board Meeting **May 14, 2024** at 4:30 p.m.
  - B. Future Board agenda items.
8. **Adjournment.**

Oak Creek Domestic Water Improvement District

  
\_\_\_\_\_  
Board Member

Dated: 4/11/24 Posted at: (time) 2:00 PM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**"Serving West Sedona Since 1953"**

90 Oak Creek Blvd  
Sedona, AZ 86336

Date: April 12, 2024

RE: General Manager Report

## **Financial**

The billing charges for April 2024 were \$46,800.

Infrequent and one-time major expenses in March:

- \$27,000 Ferguson 300 Badger Meter Endpoints 50% payment

Infrequent and one-time major revenue for March:

None

## **Operations**

- Endpoints received, installation beginning again. Experiment with metal lids proved good.
- Summit working very well, lots of great feedback from residents. Willow completed.
- Northern AZ Pump scheduled to work on & video Well No. 2 as part of 5-year plan.
- EPA has set limits for PFAS. Our tests completed in October 2023 meet the requirements.

## **Management**

**USDA Grant/Loan Update:** Summit Construction wrapped up Willow Way this week. Birch Blvd temporary water lines has been tested. The next street will then be Oak Creek Blvd. Fann received final payment for Arsenic. Hoping the next pay request will fulfill the 2<sup>nd</sup> interim loan. From that point all funds will be USDA grant monies.

**Lead and Copper Inventory:** The ADEQ consulting firms has everything to complete the first phase of the inventory requirement listing of our service connections and dates installed. We will be updating the District date of installation as time allows.

**Saddlerock Crossing:** City Council tabled a vote on zoning for 6 months.

**Sedona Lofts:** Construction was delayed a few months due to additional City funds needed. Sent the engineer the estimated tap fees. They have asked for current fire flow test results, so it appears the project is in motion.

**November Election:** 3 board openings. Applicant filings June 10<sup>th</sup> – July 8<sup>th</sup> w/Yavapai Cty

**Customer Correspondence:** Saddlerock Hotel record request, Smart Meter opt out memo. See attached letters.

**5-Year Rate Study:** Tom completed a quick review of our finances which now includes a second grant loan since the 5-year rate study. Recommended was to bump up the five-year plan and apply the rates of year 5 instead of year 3. A full review will take place this fall.

**Outstanding Leaks:** 140 Oak Creek Blvd, 140 Northview and 225 Airport/Valley View. All being monitored. The three Willow Way leaks are now resolved.

**Oak Creek Domestic Water Improvement District  
Public Meeting – held at 90 Oak Creek Blvd, Sedona, AZ  
March 19, 2024**

**1. Call to order and roll call:**

Called to order at 4:30 P.M.

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Paul Slevin, Chan Smith, Bob Bareuther (phone), Creed Ostler absent

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD-See attachment.

**4. Consent Agenda Items:**

A. Approval of February Board meeting minutes

B. Approval of February financials.

Paul Slevin made motion to approve minutes and financials. Seconded by Bob Bareuther. All approved.

**5. Regular Agenda Items:**

A. Status update on Summit Construction project.

B. Update on Saddlerock Crossing public meeting.

C. Update on Northview Lofts and Sedona Lofts.

D. Discussion on November election, 3 openings.

**6. Announcements:**

A. Next Regular Board Meeting: April 16, at 4:30 P.M.

B. Future Board agenda items.

**7. Adjournment:**

Motion to adjourn 5:03 P.M. Chan Smith made motion.

**Respectfully submitted,**

**Becky Lisle**

**Business Manager, Oak Creek Domestic Water Improvement District**

**NOTICE AND AGENDA OF PUBLIC MEETING OF THE  
OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT**

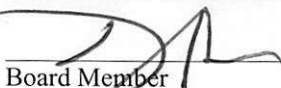
**NOTICE**

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District (“District”) will hold a public meeting on **May 14, 2024** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District’s attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

**AGENDA**

- 1. Call to order and roll call.**
- 2. Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
- 3. Manager’s Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
- 4. Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of April’s Board meeting minutes.
  - B. Approval of April’s financials.
- 5. Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
- 6. Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
- 7. Announcements.**
  - A. Next Board Meeting June 18, 2024 at 4:30 p.m.
  - B. Future Board agenda items.
- 8. Adjournment.**

**Oak Creek Domestic Water Improvement District**

  
Board Member

Dated: 5/10/24 Posted at: (time) 3:10 PM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**“Serving West Sedona Since 1953”**

90 Oak Creek Blvd  
Sedona, AZ 86336

Date: May 10, 2024

RE: General Manager Report

## **Financial**

The billing charges for May 2024 were \$51,600.

Infrequent and one-time major expenses in May:

- \$26,672 Ferguson 300 Badger Meter Endpoints 50% payment
- \$ 7,200 KP Ventures – Well 4 Repair January 5<sup>th</sup>-6<sup>th</sup>
- \$ 1,400 Mike’s Alignment – Brakes
- \$15,000 Liability Insurance

Infrequent and one-time major revenue for May:

None

## **Operations**

- Endpoints being installed. Experiment with metal lids proved good.
- Summit working very well, lots of great feedback from residents. Willow/Birch completed.
- Northern AZ Pump scheduled to work on & video Well No. 2 as part of 5-year plan.
- EPA has set limits for PFAS. Our tests completed in October 2023 meet the requirements.
- ADEQ annual testing completed as part of the MAPS program and new revised CCR being compiled with PFAS results.
- Service line break at 185 Valley View.

## **Management**

**USDA Grant/Loan Update:** Birch Blvd. completed. Temporary water lines in place for Oak Creek Blvd. Inspirational should be next. The second interim loan has been utilized and we are now into the \$11.2 Million grant funds. Hoping this second loan will close quicker than the first so we can start paying off the principal and reduce interim interest.

**Lead and Copper Inventory:** The ADEQ consulting firms has everything to complete the first phase of the inventory requirement listing of our service connections and dates installed. We will be updating the District date of installation as time allows.

**Saddlerock Crossing:** City Council tabled a vote on zoning for 6 months. Developer has set up 3 meeting in June to meet with the residents.

**Sedona Lofts:** Developer missed construction deadline. Land goes back to the City.

**November Election:** 3 board openings. Applicant filings June 10<sup>th</sup> – July 8<sup>th</sup> w/Yavapai Cty

**5-Year Rate Study:** A full review by Tom Bourassa will take place this fall.

**Outstanding Leaks:** 140 Oak Creek Blvd, 140 Northview and 225 Airport/Valley View. All being monitored. The three Willow Way leaks are now resolved.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
April 16, 2024**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone) - ALL Present

**2. Call to the Public for Items not on the Agenda:**

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See attachment.

**4. Consent Agenda Items:**

A. Approval of March Board meeting minutes

B. Approval of March financials.

Paul LeFevre **made motion** to approve minutes and financials. **Seconded by Paul Slevin/ All approved.**

**5. Regular Agenda Items:**

A. Status Update and Discussion about USDA Grant/ Loan Projects

**6. Executive Session:**

**7. Announcements:**

A. Next Regular Board Meeting: May 14, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 4:55 P.M./ Ed Dowling

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**



# ELECTIONS 2024

## Important Dates to Remember



### March 12, 2024 (Vote by Mail)

210 day notice	August 15, 2023
180 Day Notice from Jurisdictions	September 14, 2023
First day to file nomination papers (150)	October 16, 2023 *
Last day to file nomination papers (120)	November 13, 2023
Last day for Special Dist write-in candidates to file (106)	November 27, 2023
Last day to mail UOCAVA ballots (45)	January 27, 2024
Last day for write-in candidates to file (40)	February 1, 2024
Last day to register to vote (29)	February 12, 2024
Early voting begins (27)	February 14, 2024
Last day to request an early ballot by mail (11)	March 1, 2024
Last day to receive a replacement ballot in-person	March 12, 2024

### July 30, 2024 (Primary Election)

210 day notice	January 9, 2024
180 Day Notice from Jurisdictions	February 8, 2024
First day to file nomination papers (150)	March 4, 2024 *
Last day to file nomination papers (120)	April 1, 2024
Last day for Special Dist write-in candidates to file (106)	April 15, 2024
Last day to mail UOCAVA ballots (45)	June 15, 2024
Last day for write-in candidates to file (40)	June 20, 2024
Last day to register to vote (29)	July 1, 2024
Early voting begins (27)	July 3, 2024
Last day to request an early ballot by mail (11)	July 19, 2024
Last day to vote early in person (4)	July 26, 2024

### March 19, 2024

#### (Presidential Preference Election - PPE)

*The date of the PPE may be changed by a proclamation issued by the Governor*

Last day for Governor's Proclamation of Election (180)	September 21, 2023
First day to file nomination papers w/SOS (130)	November 13, 2023 *
Last day to file nomination papers w/SOS (100)	December 11, 2023
Last day to mail UOCAVA ballots (45)	February 3, 2024
Last day to register to vote (29)	February 20, 2024 *
Early Voting Begins (27)	February 21, 2024
Last day to request an early ballot by mail (11)	March 8, 2024
Last day to vote early in person (4)	March 15, 2024

### May 21, 2024 (Vote by Mail)

210 day notice	October 24, 2023
180 Day Notice from Jurisdictions	November 27, 2023
First day to file nomination papers (150)	December 26, 2023
Last day to file nomination papers (120)	January 22, 2024
Last day for Special Dist write-in candidates to file (106)	February 5, 2024
Last day to mail UOCAVA ballots (45)	April 8, 2024 *
Last day for write-in candidates to file (40)	April 11, 2024
Last day to register to vote (29)	April 22, 2024
Early voting begins (27)	April 24, 2024
Last day to request an early ballot by mail (11)	May 10, 2024
Last day to receive a replacement ballot in-person	May 21, 2024

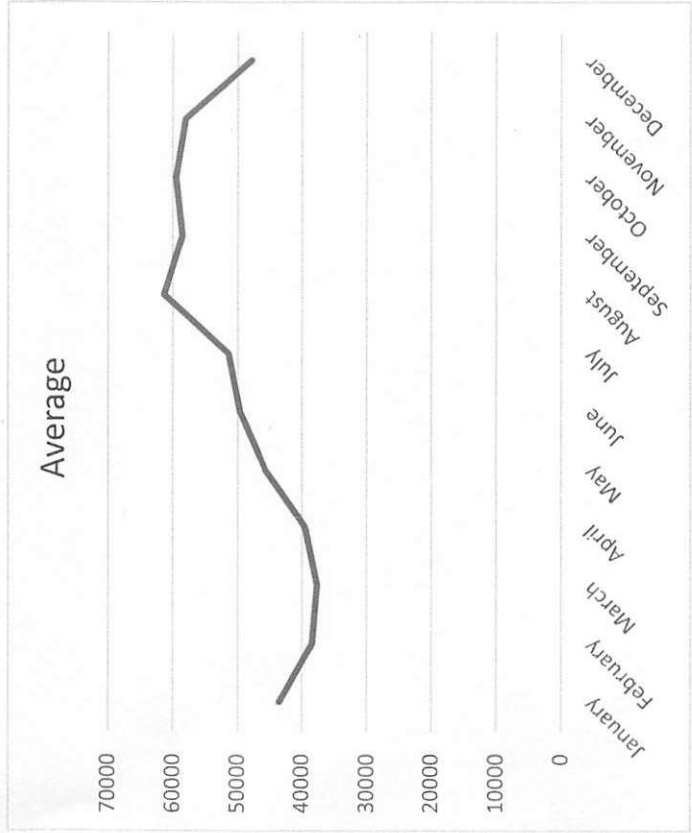
### November 5, 2024 (General Election)

210 day notice	April 9, 2024
180 Day Notice from Jurisdictions	May 9, 2024
First day to file nomination papers (150)	June 10, 2024 *
Last day to file nomination papers (120)	July 8, 2024
Last day for Special Dist write-in candidates to file (106)	July 22, 2024
Last day to mail UOCAVA ballots (45)	September 21, 2024
Last day for write-in candidates to file (40)	September 26, 2024
Last day to register to vote (29)	October 7, 2024
Early voting begins (27)	October 9, 2024
Last day to request an early ballot by mail (11)	October 25, 2024
Last day to vote early in person (4)	November 1, 2024

\* *Statutory date is a non-business day.  
Date has been adjusted to the next business day.*

**Revenue By Month**

	Average	2023	2022	2021	2020
January	43375	39000	52000	43000	39500
February	38300	44300	37300	41000	30600
March	37575	37000	45000	38000	30300
April	39350	42400	41000	38000	36000
May	45525	46500	53000	51600	31000
June	49425	55600	53000	49600	39500
July	51225	60000	50000	54900	40000
August	61200	57600	60000	66700	60500
September	58350	63400	59000	51000	60000
October	59350	56100	61300	62000	58000
November	57825	57600	58800	51900	63000
December	47625	52000	47000	41500	50000



**Revenue**

Xpress Bill Pay 65%  
 Mail/Drop off 35%

**Xpress Bill Pay**

Before the 15th 14%  
 On the 15th 38%  
 Between 16-19th 23%  
 On the 20th 22%  
 Late 3%

**Mail/Drop Off**

1st Week 25%  
 2nd Week 60%  
 3rd Week 10%  
 4th Week 5%

**Unusual Bills This Spring**

KP Ventures - Well 4 \$7,200  
 Ferguson - 300 Endpoints \$53,675  
 Grundy - Libility Insurance \$15,000  
 Mike Alignment - Brakes \$1,400  
 North Az Pump - Well 2 \$7,000  
**\$84,275**

**Reserve CDs**

\$100,000 9/1/2024 4.25%  
 \$100,000 12/1/2024 5.25%  
 \$100,000 3/31/2025 5.15%



# NOTICE AND AGENDA OF PUBLIC MEETING OF THE OAK CREEK DOMESTIC WATER IMPROVEMENT DISTRICT

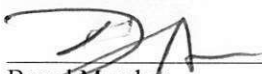
## NOTICE

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Oak Creek Water Domestic Water Improvement District ("District") will hold a public meeting on **June 18, 2024** beginning at **4:30 p.m.**, at **90 Oak Creek Blvd., Sedona, Arizona**. The District Board may vote to go into executive session for purposes of obtaining legal advice from the District's attorney(s) on any of the following agenda items pursuant to A.R.S. § 38-431.03(A)(3) and A.R.S. § 38-431.03(A)(4).

## AGENDA

1. **Call to order and roll call.**
2. **Call to the Public for Items not on the Agenda.** Members of the public may address the Board regarding items not on the Agenda. The Board may not discuss items not listed on the Agenda. In response to these public comments, the Board may direct staff to either study the matter or place the matter on the agenda for the next meeting. (Members of the public may comment on Agenda Items when those items are addressed by the Board.) **Comments must be limited to no more than 3 minutes.** The Chairperson for the meeting reserves the right to ensure that all comments are pertinent and not repetitive in order that the matter is handled fairly and expeditiously.
3. **Manager's Report.** The Manager will speak regarding operational and administrative matters. Neither the Board nor the public may discuss these matters at this time. In response to this report, the Board or the public may request that the issue be placed on the agenda for the next meeting.
4. **Consent Agenda Items.** The Board may act on the items listed below by one motion and approve all consent agenda items by one unanimous vote. Any item on the Consent Agenda may be removed from the Consent Agenda and considered as a separate item at the request of any Board member or person attending the meeting.
  - A. Approval of May's Board meeting minutes.
  - B. Approval of 's financials.
5. **Regular Agenda Items.** The Board may discuss, consider, and act on these matters separately.
  - A. Status Update and Discussion about USDA Grant/Loan Projects.
6. **Executive Session Items.** The Board may vote to go into Executive Session for reasons set forth in A.R.S. §38-431.03.
7. **Announcements.**
  - A. Next Board Meeting July 16, 2024 at 4:30 p.m.
  - B. Future Board agenda items.
8. **Adjournment.**

Oak Creek Domestic Water Improvement District

  
\_\_\_\_\_  
Board Member

Dated: 6/14/24 Posted at: (time) 4:30 PM

Persons with a disability may request a reasonable accommodation by contacting Steve Wene at 602-677-0416. Requests should be made as early as possible to arrange the accommodation. Board members may attend either in person or by telephone conference call.

# Oak Creek Water District

**“Serving West Sedona Since 1953”**

90 Oak Creek Blvd  
Sedona, AZ 86336

Date: June 18, 2024

RE: General Manager Report

## **Financial**

The billing charges for June 2024 were \$60,200.

Infrequent and one-time major expenses in June:

- \$2,111 QuickBooks Annual

- \$5,072 Auto & Workers Comp Insurance

Infrequent and one-time major revenue for June:

- \$45,100 USDA Grant Reimbursement – Expenses OCW paid 2022-23

## **Operations**

- Summit continues, bursting finished on OCB, services and realignment before filling again.

Inspirational being prepped for fly line install so that can be filled/tested at same time.

- 1" meter installed at 200 Panorama for new home.

- Northern AZ Pump got well #2 back online.

- CCR completed and sent in to ADEQ, awaiting response.

- John Patton working with APS at Panorama to resolve some power issues/pump failures.

## **Management**

**USDA Grant/Loan Update:** Oak Creek Blvd water lines being pipe bursted. Inspirational should be next. Asking USDA weekly status of closing second interim loan so we can start paying off the principal and reduce interim interest.

## **USDA Reserves**

Researching CDAR and IntraFi Network Deposits

**Lead and Copper Inventory:** The ADEQ consulting firms has everything to complete the first phase of the inventory requirement listing of our service connections and dates installed. We will be updating the District date of installation as time allows.

**Saddlerock Crossing:** City Council tabled a vote on zoning for 6 months. Developer had three open meetings with residents in late May/early June.

**Sedona Lofts:** Developer missed construction deadline. Land goes back to the City.

**November Election:** 3 board openings. Applicant filings June 10<sup>th</sup> – July 8<sup>th</sup> w/Yavapai Cty

**5-Year Rate Study:** A full review by Tom Bourassa will take place this fall.

**Outstanding Leaks:** 140 Northview and 225 Airport/Valley View. All being monitored. The three Willow Way leaks are now resolved.

**Oak Creek Domestic Water Improvement District  
Public Meeting - held at 90 Oak Creek Boulevard, Sedona, AZ  
May 14, 2024**

**1. Call to order and roll call:**

Called to order at 4:30 P.M..

Present: Doug Bowen, Ed Dowling, Paul LeFevre, Creed Ostler, Paul Slevin, Chan Smith, Bob Bareuther (phone) - ALL Present

**2. Call to the Public for Items not on the Agenda:**

Property owner of 75 Birch (rentals) was concerned with the problems and replacement of various water valves in his rentals.

Homeowner of 390 Willow Way provided a packet of information, with pictures, for each Board Member, of concerns with the home irrigation system and its effect on landscape.

Homeowner of 14 Tanager Lane was following up with previous concerns and request for the possibility of landscaping the Arsenic Plant on Shelby Road.

**3. Manager's Report:**

General Manager and Operation Manager updated the BOD - See attachment.

**4. Consent Agenda Items:**

A. Approval of April Board meeting minutes

B. Approval of April financials.

**Paul Slevin made motion to approve minutes and financials. Seconded by Chan Smith/ All approved.**

**5. Regular Agenda Items:**

A. Status Update and Discussion about USDA Grant/ Loan Projects

**6. Executive Session:**

**7. Announcements:**

A. Next Regular Board Meeting: June 18, at 4:30 P.M

B. Future Board agenda items.

**8. Adjournment:**

- Motion to adjourn/ 5:07 P.M./ Chan Smith

**Respectfully submitted,**

**Creed Ostler**

**Secretary, Oak Creek Domestic Water Improvement District**