

1 Ms. Sieglaff: I'm Lisa Sieglaff the Clerk of the Board of Directors.
2 Mr. Vonn Jones our Interim System Manager is
3 here and we have one guest in the audience.
4

5 Mr. Preston: Okay. Item number 3.
6

7 **3. Consent Items**

- 8 •Approval of January 26, 2009 Meeting Minutes
- 9 •Approval of February 24, 2009 Meeting Minutes

10

11 Mr. Preston: Has anybody on those Minutes have any
12 corrections or additions? Hearing none the Chair
13 will entertain a motion for the approval of the
14 January 26th and February 24th Meeting Minutes.
15

16 Mr. Castaneda: Mr. Chairman I'll make the motion that we accept
17 the Minutes for January 26, 2009 and February 24th
18 2009.
19

20 Mr. Kendrick: I'll second that motion.
21

22 Mr. Preston: The motion's been made and seconded. All in favor
23 say by aye.
24

25 **AYE 5 NAY 0 ABSTENTIONS 0**
26

27 Mr. Preston: So moved.
28

29 Ms. Sieglaff: Ms. Ball-Cummings, I didn't hear your vote.
30

31 Ms. Cummings: There were some corrections but that's okay. I
32 didn't get a chance to speak they went so fast.
33

34 Mr. Preston: Item 4.
35

36 **4. System Manager's Report**
37

38 Mr. Jones: Yeah. I hope you all got the new budget form that
39 I'm working on. I think it's going to help you to
40 understand where we are on the budget. I didn't get
41 time to get the expenses on there on the bottom but

1 I have all the data I need for the completion of that.
2 And I think it's going to help us track where we're
3 going with the budget once we get it completed and
4 it will update easily and that sort of thing. So I think
5 that will take a while but I hope to have it completed
6 and up and functional by the time we get the new
7 budget in July so that we will all understand how to
8 use it and what is going on. Also, I'm working on a
9 safety program. We are trying to designate an area
10 to put the safety program in but we need a locker or
11 a closet or something like that to get the equipment
12 that I – I do have a list of things that we need to
13 purchase and I haven't gone forward with that
14 because I don't know about the budget at this point
15 so it's kind of on hold. I'll try to complete that list
16 and the things that I hope to do and kind of give you
17 an idea of where we're going with that at the next
18 meeting. I have the loaded in the computer and
19 ready to go. We just need to move forward with it
20 as the budget permits. Also I sent out the letter on
21 those water hook-ups over there on Lots 31, 32, 33
22 and 34 I think and so when we hear from him back
23 as far as the payment for that then we can go
24 forward with that as well. I am also working on job
25 descriptions that I gave Lisa. We're going to get
26 together on those as soon as possible and do job
27 descriptions and job openings and I've also
28 collected budget forms as far as employee
29 evaluations go and we're going to probably do a
30 little work session on that and study those and
31 adjust them to the way we think they should be as
32 well. That's the things I've been working on at this
33 time. Any questions?

34
35 Mr. Peetoom: How many shut-offs did we have this month?

36
37 Mr. Jones: I'm not even sure.

38
39 Mr. Kendrick: Mr. Chairman?

40
41 Mr. Preston: Yes Mr. Gary.

1
2 Mr. Kendrick: That's one of the things I asked Mr. Vonn to add for
3 next month is how many shut-offs, how many new
4 installs and stuff like that; how many late notices
5 went out and he said he'll be glad to do that.
6
7 Mr. Preston: Okay.
8
9 Mr. Castaneda: Mr. Chairman?
10
11 Mr. Preston: Mr. Castaneda.
12
13 Mr. Castaneda: I just want to thank Mr. Jones. This is a really nice
14 layout and I think this is what we were geared at in
15 the inception of when Mr. Preston and I spoke to the
16 accountant of how we wanted to see a numbers
17 breakdown. I think this is pretty much basically
18 what we were looking for on this. It is going to be a
19 great help and it keeps us on track I think, or it will
20 keep us on track of where we're going with the
21 budget. I really appreciate the time you put in to
22 that. That really looks good. I'm sure that once we
23 work all the kinks out of it. It's very self-explanatory.
24 I think anybody from the District can come in and
25 view this and have some kind of a concept of what's
26 been done with their money. I really appreciate
27 that. It looks really good.
28
29 Mr. Preston: I'd like to thank you as well Mr. Jones. Thank you
30 much. Okay we'll have to move number 5 down on
31 the list as Mr. Thom Martinez is not here."
32
33 Mr. Kendrick: He's not going to be here tonight?
34
35 Mr. Peetoom: No.
36
37 Mr. Preston: Oh, he's not coming? I thought he was supposed to
38 be here tonight.
39
40 Mr. Peetoom: He was but he called...
41

1 Mr. Jones: He couldn't make it.

2

3 Mr. Peetoom: ... he couldn't make it.

4

5 Mr. Preston: Okay so we will omit 4; we'll have to table it until
6 next meeting. Item 6.

7

8 **6. Discussion and possible action concerning fiscal year**
9 **2008-2009 audit.**

10

11 Mr. Preston: Madam Clerk, we called Wes Addison on Friday.
12 Did he ever return your call?

13

14 Ms. Sieglaff: I didn't speak to him.

15

16 Mr. Preston: Yeah you did. I was sitting right there.

17

18 Ms. Sieglaff: Refresh my memory please.

19

20 Mr. Preston: You called Wes Addison to have him at this meeting
21 and you left a message.

22

23 Ms. Sieglaff: Oh, yes. He did call me back and say he couldn't
24 be here.

25

26 Mr. Preston: Oh, okay. All right. We'll have to delete items 6
27 and 12... "

28

29 Mr. Castaneda: Table it.

30

31 Mr. Preston: Yeah. Table it.

32

33 Ms. Sieglaff: Mr. Chairman?

34

35 Mr. Preston: Yes.

36

37 Ms. Sieglaff: Didn't we talk about having the Board Members go
38 through the audit and write down if they had any
39 questions about anything in the audit for the
40 Accountant when you and I were talking about it?

41

1 Mr. Preston: I'm just looking to see if it's on the Agenda that we
2 didn't come to it yet.
3
4 Ms. Sieglaff: Well that's the fiscal year audit – it says here audit.
5
6 Mr. Preston: Okay. Well... does anybody have any questions
7 that the General Manager or myself might be able to
8 answer on this audit for the 2008-2009? Does
9 anybody have any questions?
10
11 Mr. Castaneda: Mr. Chairman, there was one question that I wanted
12 to ask Mr. Addison but Mr. Jones might be able to
13 answer it. One of the – Mr. Addison's big concerns
14 to us last year before preparing this year's fiscal
15 budget was that we were overspending a lot in the
16 office – out of the office – a lot of revenue was
17 coming out of there. We were spending a lot. And
18 just from looking at the paperwork that you've been
19 working on it looks like salaries is going to be going
20 over probably by the end of the fiscal year because
21 we've only got \$32,872.27 left for the year. Do you
22 think we're going to be okay on salaries?
23
24 Mr. Jones: That's not what we have left for the year. That's
25 actually budgeted for this time period.
26
27 Mr. Castaneda: Okay, so we're actually...
28
29 Mr. Jones: There's more money for each month, there's an
30 amount...
31
32 Mr. Castaneda: So we're actually under-budgeted, am I reading that
33 right then on salaries?
34
35 Mr. Jones: Yes.
36
37 Mr. Castaneda: We're under budget by \$32,
38
39 Mr. Jones: Yes. And there's an additional \$6,229.00 for each
40 month of each of the four months that's left for the
41 fiscal year.

1
2 Mr. Castaneda: Okay. So we should be all right then.
3
4 Mr. Jones: So we should be all right.
5
6 Mr. Castaneda: So we should be all right then, good, good.
7
8 Mr. Preston: Is that it then?
9
10 Mr. Castaneda: That was the only question that I, you know, I
11 wanted so see how we were adding up this year.
12 But see Mr. Jones has it all under control.
13
14 Mr. Preston: Yes. Are there any other questions on the budget
15 that Mr. Jones has prepared for us? Hearing none
16 we'll accept the Manager's report. The Chair will
17 entertain a motion.
18
19 Mr. Castaneda: Mr. Chairman I believe we're on item number 6 so
20 for the audit, do we need to make a motion to
21 accept it because we've actually given (inaudible).
22
23 Mr. Preston: Cancel 5 and 6 is tabled. So number 4.
24
25 Mr. Castaneda: So do you want a motion to accept his report?
26
27 Mr. Preston: The Manager's report.
28
29 Mr. Castaneda: Are we going backwards though Mr. Chairman?
30 You asked if we had any questions about the fiscal
31 year audit for 2008.
32
33 Mr. Preston: Yes, you're correct.
34
35 Mr. Castaneda: So we've accepted his ...
36
37 Mr. Preston: Manager's report?
38
39 Mr. Castaneda: Yes, and we've accepted the fiscal audit so if there
40 are no other questions I guess we don't even have
41 to bother with Mr. Addison I guess.

1
2 Mr. Preston: Okay.
3
4 Mr. Peetoom: Mr. Chairman, I need to ask Vonn. On this Board
5 Clerk, don't the Board have money in the budget
6 too?
7
8 Mr. Jones: Yes the Board is a sub-category. I've highlighted
9 some areas (inaudible)
10
11 Mr. Castaneda: Under Administration?
12
13 Mr. Peetoom: It should be separate from the...
14
15 Mr. Jones: Yeah down in the second highlighted field from the
16 bottom is the Board and it includes the Board
17 Clerk's salary as half of her salary. And the rest of it
18 is included in the salaries.
19
20 Mr. Peetoom: Okay. I see the numbers paying all the elections
21 and all that. Okay. That's all I have Chairman.
22
23 Mr. Preston: Mr. Jones?
24
25 Mr. Jones: If there are questions on the audit at any time just
26 get a hold of me so I can explain and if I can't I'll
27 contact him and come up with an answer.
28
29 Ms. Cummings: Thanks.
30
31 Mr. Preston: Item 7.
32
33 **7. Discussion and possible action concerning accountability**
34 **forms**
35
36 Mr. Preston: Mr. Jones, are they utilizing the accountability
37 forms?
38
39 Mr. Jones: I know we're using the one on the credit card and
40 the ones on the ... "
41

1 Mr. Peetoom: The petty cash.
2
3 Mr. Jones: ... the petty cash but I'm not sure if she's filling in on
4 that daily, I'll have to look and see. She was
5 supposed to start Monday and I haven't checked
6 since Monday to see if she's done it.
7
8 Mr. Kendrick: Mr. Chairman, I just checked it while I was in there.
9 She's doing it daily - the morning and night counts
10 of the front drawer – the only thing that I didn't see
11 that she's not doing for the closing is putting how
12 much cash payments were received, how many
13 check payments were received, how much was
14 deposited and that you know. How much was taken
15 out for to put into a deposit.
16
17 Mr. Jones: I think all that's on the print out sheet. Just copy it
18 on there. I'll take a look at that and see if she's...
19
20 Mr. Kendrick: She's done everything else, you know, correct. Mr.
21 Chairman?
22
23 Mr. Preston: Mr. Gary.
24
25 Mr. Kendrick: I have another couple of forms that I have created
26 but unfortunately I forgot to bring them with me so if
27 we could wait until the next meeting to look at
28 them? It was just requests for vacation forms and
29 stuff like that.
30
31 Mr. Preston: Any other questions on item 7?
32
33 Ms. Sieglaff: Mr. Chairman?
34
35 Mr. Preston: Yes Madam Clerk.
36
37 Ms. Sieglaff: We worked on the Personnel Policy Manual and if
38 you remember we put the Grievance forms in there,
39 we put forms in the back of our Personnel Policy
40 Manual so perhaps because the Personnel Policy
41 Manual has the vacation schedule set we could add

1 that to our Personnel Policy Manual. Maybe that's
2 no good because everybody's going to need one to
3 take their vacations.
4
5 Mr. Kendrick: Well yeah so we'll need 30 days' notice so we'll
6 have on a piece of paper what dates were taken,
7 the day we're requesting it, how long we're taking –
8 how many days...
9
10 Ms. Sieglaff: Right. So if a copy of that form is in the Personnel
11 Policy Manual then that would let any new
12 employee reading it know that they have to fill out
13 that form. That's my theory.
14
15 Mr. Preston: Everybody understands that? Is that correct?
16
17 Mr. Kendrick: I'll have to look at the one that's in there now.
18 Thank you for bringing that to my attention side
19 Chair.
20
21 Mr. Preston: Is there anything more to be said about the
22 accountability forms item number 7? Okay hearing
23 none, we'll move to item number 8.
24
25 **8. Discussion and possible action concerning employee**
26 **grievance.**
27
28 Mr. Preston: Mr. Peetoom are you sure that you want to back off
29 the Committee?
30
31 Mr. Peetoom: Yes.
32
33 Mr. Preston: Okay, Mr. Castaneda will you fill in that void?
34
35 Mr. Castaneda: I'll sit on the Committee.
36
37 Mr. Preston: Okay. So the Committee now consists of Madam
38 Clerk, Gary Kendrick and Luis Castaneda. Mr.
39 Gary?
40

1 Mr. Kendrick: Mr. Chairman can we go ahead and make this
2 grievance meeting this week so we can, you know,
3 because I think Luis is... Theresa finally got him all
4 the information that he needed to him. So I think we
5 could sit down now and one day this week and do
6 that.
7
8 Mr. Preston: All right.
9
10 Mr. Kendrick: I'll have to get together with Lisa.
11
12 Mr. Preston: The sooner you get started the better off we are.
13
14 Mr. Kendrick: Yeah. I have to get together with Lisa and Luis and
15 see what's good for them.
16
17 Ms. Sieglaff: I can do it tomorrow.
18
19 Mr. Kendrick: I can't do it tomorrow.
20
21 Mr. Castaneda: Mr. Chairman we have to post it at least 24 hours...
22
23 Ms. Cummings: Yes.
24
25 Mr. Castaneda: ...unfortunately so if we could do it either on
26 Thursday or Friday that would be all right with me.
27
28 Mr. Preston: The meeting for the grievance we have to post?
29
30 Mr. Castaneda: 24 hours.
31
32 Mr. Preston: We do? I wasn't aware of that.
33
34 Mr. Kendrick: Thursday or Friday is fine with me.
35
36 Mr. Castaneda: Friday the 13th? Can we do Thursday the 12th?
37
38 Mr. Kendrick: Yeah.
39
40 Mr. Castaneda: I am Hispanic and I am superstitious.
41

1 (Audience member)
2 Ron Rohr: You just mentioned the 13th, I'm the 13th out of 14
3 children.
4
5 Mr. Preston: Sir, could just give us your name for the record?
6
7 Mr. Rohr: Ron Rohr. I live on Marion Avenue; just a hop, skip
8 and a jump from you.
9
10 Mr. Preston: Good. Good to have you.
11
12 Mr. Rohr: Thank you Sir.
13
14 Mr. Kendrick: Mr. Chairman? So if it's okay with Lisa and Luis if
15 we get together Thursday the 12th say at 1:00 p.m.
16 here. That way plenty of notification goes out.
17
18 Mr. Castaneda: Mr. Chairman?
19
20 Mr. Preston: Yes.
21
22 Mr. Castaneda: If we could just remind Madam Clerk to please
23 notify Mr. Danielson that we will be having our...
24 and I guess you're Chairing the thing so if you're
25 going to have any kind of – what do they call that – I
26 don't want to say interrogation, interview or
27 whatever you'd like to do with any of... anybody,
28 remember that we have to do the Agenda and the
29 whole nine yards and I guess if he wants to speak
30 he'll be given the opportunity to do so. That's all, I
31 just want to remind you.
32
33 Ms. Sieglaff: Thank you Mr. Vice Chair.
34
35 Mr. Preston: Mr. Danielson has to be notified that the Committee
36 is meeting?
37
38 Mr. Castaneda: I believe so. He does have to be notified.
39
40 Mr. Preston: I think we ought to check with Roger Frazier on that.
41 I just talked to him today and he did not...

1
2 Mr. Castaneda: If I recall Mr. Chairman, I believe if he even wants to
3 go to the extreme of having a lawyer here I believe
4 that he can have one but I'm sure that the lawyer
5 would still have to follow the guidelines and the
6 rules by the Committee.
7
8 Ms. Sieglaff: Mr. Chairman?
9
10 Mr. Preston: Yes.
11
12 Ms. Sieglaff: The last time that I sat on a Grievance Committee it
13 was just the three Committee Members and then we
14 did our fact finding and prepared our reports and
15 presented them to the Board. And once the Board
16 saw what was the outcome of our Committee
17 decision then we scheduled a meeting where Mr.
18 Danielson was here at a public meeting. So for the
19 three Committee Members to meet we don't have to
20 do that.
21
22 Mr. Kendrick: No.
23
24 Mr. Castaneda: You may be right. You may be right. I stand
25 corrected Mr. Chairman.
26
27 Mr. Preston: I think she is correct.
28
29 Mr. Castaneda: It's been a while back... "
30
31 Mr. Kendrick: Mr. Chairman we wouldn't even need to notify the
32 public because it would be just two Members of the
33 Board. We wouldn't be a quorum.
34
35 Ms. Sieglaff: Correct. That's why they have me sit on the
36 Committees.
37
38 Mr. Preston: Okay. Moving on to item 9.
39
40 Ms. Sieglaff: Excuse me Mr. Chairman. Can we go back a
41 minute here? If we're going to have the Committee

1 meeting on the 12th do we want to now schedule the
2 Special Meeting to address this, or are we just
3 going to do it at the April meeting?
4
5 Mr. Preston: I don't think legally you have to announce that.
6
7 Mr. Peetoom: It's not a quorum.
8
9 Mr. Kendrick: I think she's talking about the Special Meeting when
10 we bring it to the Board.
11
12 Ms. Sieglaff: And Sig can be here at the public meeting.
13
14 Ms. Cummings: Yes.
15
16 Ms. Sieglaff: The public meeting.
17
18 Ms. Cummings: Yes.
19
20 Mr. Peetoom: It has to be on the Agenda.
21
22 Ms. Sieglaff: Well that's what I'm asking. Do we want to do it –
23 that's Thursday the 12th, so Friday would be the
24 13th; do we want to have a Special Meeting on
25 March 16th to deal with that?
26
27 Mr. Preston: Well are you people going to be able to find all the
28 facts and come to an agreement in that short a
29 period of time?
30
31 Mr. Castaneda: I think we will.
32
33 Mr. Kendrick: I think three to four days will be okay.
34
35 Mr. Preston: Okay so long as you can come up with the answers
36 in that period of time.
37
38 Ms. Sieglaff: I'm just concerned about the whole thing. The
39 longer it drags on...
40

1 Mr. Kendrick: Mr. Chairman, are you going to set this Special
2 Meeting for Monday the...
3
4 Mr. Castaneda: 16th.
5
6 Mr. Kendrick: 16th.
7
8 Ms. Cummings: Mr. Chairman, if you count the days, not from today,
9 but start as of Tuesday it would be one, two, three,
10 four, five, six, seven, eight; I think the 17th would be
11 better. That would be eight days and that's
12 including Saturday and Sunday instead of on a
13 Monday. This way this will allow you enough time.
14 Eight days, I mean that's... if I remember correctly
15 the other grievances they took that length of time to
16 get the facts together and of course be able to type
17 your letters up.
18
19 Mr. Kendrick: Mr. Chairman?
20
21 Mr. Preston: Excuse me. Board Member Cummings let's not put
22 the pressure on the Committee. They say they can
23 have it. They'll have it. If they can't they'll ask for
24 more time. So let's not put them under any kind of
25 pressure.
26
27 Ms. Cummings: Mr. Chairman I'm not putting them under any kind of
28 pressure it's just helping along with what time frame
29 that you all were talking about as far as how long,
30 you know, because I've been on the Committee
31 before so that's all I was doing was just making that
32 point.
33
34 Mr. Castaneda: Mr. Chairman?
35
36 Mr. Preston: Mr. Castaneda.
37
38 Mr. Castaneda: It doesn't matter to me on the date that the
39 Committee chooses. So whatever the Committee
40 chooses on that special date, do you want to pick it
41 now or do you want to pick it when we do

1 Administrative Details? We might as well just do it
2 now. Do you want to set a Special Meeting for
3 Monday the 16th or Tuesday the 17th?
4
5 Mr. Kendrick: I'm fine with Monday Mr. Chairman.
6
7 Mr. Preston: Would you say that again Gary?
8
9 Mr. Kendrick: I'm fine with Monday.
10
11 Mr. Preston: Okay.
12
13 Mr. Castaneda: Then Monday it is. Monday the 16th.
14
15 Mr. Preston: Okay. Excuse me Mr. Jones if there's any
16 information that you want to talk with me about feel
17 free to make arrangements with me so that I can
18 answer some questions, okay?
19
20 Mr. Jones: Does he have the right to have this heard in
21 Executive Session as opposed to in public.
22
23 Mr. Castaneda: Probably so for the outcome meeting but ...
24
25 Ms. Cummings: But not for the Committee meeting.
26
27 Mr. Castaneda: But for the grievance procedure part of it because it
28 will be held out in public.
29
30 Mr. Jones: I just want to make sure we're correct on that.
31
32 Mr. Preston: Okay so the meeting is set for Monday the 16th of
33 March at – the time period Madam Clerk?
34
35 Ms. Sieglaff: Seven o'clock, six o'clock?
36
37 Mr. Preston: Seven p.m.? Seven p.m. Monday the 16th. Is that
38 agreeable with everybody on the Committee?
39
40 Mr. Kendrick: Yes.
41

1 Mr. Preston: Okay. Item 9.

2

3 **9. Discussion and possible action concerning Interim System**
4 **Manager's budget update project.**

5

6 Mr. Preston: Mr. Jones?

7

8 Mr. Jones: I think we've already discussed that.

9

10 Mr. Preston: Was everything covered on that?

11

12 Mr. Jones: If anyone has any suggestions on that I'm always
13 willing to be flexible; just whatever gives you the
14 most information that's the most useful to you.

15

16 Mr. Preston: Well if something comes up that we might think of
17 between now and the next meeting we can feel free
18 to call you, right?

19

20 Mr. Jones: Yes.

21

22 Mr. Preston: Okay. Item 10.

23

24 **10. Discussion and possible action concerning administrative**
25 **details.**

26

27 Mr. Preston: Mr. Castaneda?

28

29 Mr. Castaneda: That was Mr. Kendrick's item.

30

31 Mr. Preston: Oh Mr. Kendrick I didn't see your hand.

32

33 Mr. Kendrick: Well I just had a question for Mr. Jones on the fire
34 extinguisher situation. He finally called me back this
35 morning and told me he was out sick. He had no
36 reason ... he didn't know why that guy never
37 showed up. He's going to find out and get back to
38 me. But I've been calling other companies...

39

40 Mr. Jones: Are you going to make another appointment or...

41

1 Mr. Kendrick: Yes. And he said that since he didn't show up that
2 he will give us some kind of a discount.
3
4 Mr. Preston: Okay. You will hold him to that right?
5
6 Mr. Kendrick: Yes. Yes. And I'm wondering – while I was in the
7 office the other day you guys said that we didn't
8 have the money to pay him.
9
10 Mr. Jones: Well, we probably don't have the money in any
11 particular account. I don't have an overall
12 accounting. We have individual line items
13 accounting and it looks pretty bad if you look at
14 those specific items but since I don't have an overall
15 accounting where we stand I hate to venture a
16 guess that we would have that money. But I would
17 prefer to wait until the next budget year comes in.
18
19 Mr. Kendrick: That can't wait until next budget.
20
21 Mr. Jones: Well then schedule it next month and then maybe I'll
22 have a little more of a handle of where he is exactly
23 as an overall picture instead of a one line item
24 picture.
25
26 Mr. Kendrick: Mr. Chairman, where was \$179.00 or whatever you
27 were going to send Theresa to that class coming
28 from?
29
30 Mr. Jones: We also are probably going to cancel that because
31 of after getting into the budget a little deeper it
32 seems like it's worse than I thought it was so I
33 would love to send her to that but the fact is that it
34 will probably cost us more later because it may not
35 be in Tucson but I think we're going to have to
36 postpone that for the time being.
37
38 Ms. Cummings: Mr. Chairman?
39
40 Mr. Preston: Yes.
41

1 Ms. Cummings: It's in our packets here – Lisa put in here about
2 Theresa going to this class and it was \$179.00 and
3 Vonn was able to get us a discount of \$30.00 so
4 and then of course I put at the top 'not at this
5 present time due to our budget.
6

7 Mr. Jones: I talked to Theresa and she understood that, you
8 know, I hope that we can find another one in
9 Tucson in the near future. I think it's important that
10 she attend that. I'd be willing to – you know when
11 we have our finances in order – to send her out of
12 town if need be.
13

14 Mr. Preston: While we're talking on that subject I'm not in favor of
15 sending her to school. I believe that if we were
16 going to send somebody to school I would like to
17 see Madam Lisa Sieglaff sent instead of Theresa. It
18 has been denied in the past for many reasons which
19 I don't feel we should go into, but I would like to see
20 Lisa Sieglaff sent instead of Theresa.
21

22 Mr. Jones: Well is she going to have the duties of doing
23 personnel files and updates and insurance and
24 workmen's comp and that sort of thing?
25

26 Mr. Preston: Well she would be there to answer and to see that
27 it's done in the right mode.
28

29 Mr. Jones: As a supervisor or in what category?
30

31 Mr. Preston: As a supervisor if it need be. Does anybody else
32 have anything else?
33

34 Mr. Castaneda: Mr. Chairman, I think what Mr. Jones is getting at is
35 they both need to know the same general
36 information I think basically to get the job done.
37 Heaven forbid if something happened to one of the
38 ladies that the other one could pick up where need
39 be. There's nothing in that Association – I know in
40 other Associations some times they have HR law
41 kind of classes that they have at some of the

1 conferences. I don't know if they're totally in depth
2 as this one would probably be, but do they do that if
3 need be?
4

5 Mr. Jones: We do a lot of that but I think it's not geared – the
6 stuff we do although I mentioned through people at
7 my work that we should try to get in some
8 information in human relations as far as the law
9 goes and how do deal with employees and
10 workmen's comp and that sort of thing. So we may
11 be doing some of that in the future. I know we do a
12 lot of open meetings. We do administrative things
13 that go into, you know, elections and things that
14 your Districts are involved in, but I don't know that
15 we're into the actual format where you fill out the
16 forms and the taxes and that sort of thing which I
17 thought this one was going to be covered pretty
18 thoroughly.
19

20 Mr. Castaneda: It probably will because it's got the FLMA and the
21 COBRA and the HIPPA stuff that need to be
22 addressed and I know they are very important
23 things to know about it. That's all I wanted to know.
24 I wanted to see if maybe the Association did this
25 kind of training or...
26

27 Mr. Jones: Well that's what I've been approaching the
28 Association about is having a class like this and
29 getting a bulk discount for some of our members so
30 that we can fund the whole class basically and allow
31 our members to have it at a reduced cost.
32

33 Mr. Castaneda: I do believe that other Associations do. You know
34 they'll contact somebody that is certified in this stuff
35 and then they come down to the conference and sit
36 and listen to it.
37

38 Mr. Jones: We're going to look into that. I've talked to them
39 about it already.
40

1 Ms. Sieglaff: Mr. Chairman I want the Board to know that I am
2 familiar with the Family Leave Medical Act, I am
3 familiar with COBRA and I am familiar with HIPPA.
4 So if Theresa were to have any situations that arose
5 in those three areas I would be more than glad to try
6 to be as helpful as I can. I've dealt with them during
7 the course of my career and I'm pretty familiar with
8 them.
9
10 Mr. Preston: So if you were to go to school you would be helpful
11 if the situation arose?
12
13 Ms. Sieglaff: Yes.
14
15 Mr. Kendrick: Mr. Chairman?
16
17 Mr. Preston: Mr. Gary.
18
19 Mr. Kendrick: I have a couple of things. I know we don't do a
20 newsletter right now because of the budget. I was
21 wondering and hoping that if I did – if I took the
22 money out of my own pocket and make a newsletter
23 to go out in April with next month's bill because I
24 would pay for that out of my own pocket. Just to let
25 people know that, you know, our hours have
26 changed, that we do in fact offer faxing, copying and
27 we are a Notary Public. You know, just little stuff like
28 that. Not every month just one newsletter until the
29 new budget.
30
31 Mr. Preston: Mr. Gary, that's very nice of you but we cannot
32 accept that.
33
34 Mr. Kendrick: No?
35
36 Mr. Preston: No. That's against the rules and that wouldn't be
37 allowable.
38
39 Mr. Kendrick: Okay.
40
41 Mr. Preston: I thank you though, it's very nice of you.

1
2 Mr. Kendrick: Okay then instead of that can we ...
3
4 Mr. Preston: We can put that into next year's budget though.
5
6 Mr. Kendrick: Yeah.
7
8 Mr. Preston: We don't have that long to wait.
9
10 Mr. Kendrick: Another thing I would like to do is put like an "A"
11 frame sign out front with we do faxing, we do
12 copying, we do Notary Public, our new hours, stuff
13 like that. That would be pretty cheap to do, you
14 know. It wouldn't take much money and I'd like to
15 see that be out there for our customers to see
16 because not all of the customers come up here to
17 the door. Even if they drive up and drop into the
18 mail they don't stop and look at the stuff on the
19 window.
20
21 Mr. Preston: We could put that on the outside as a permanent
22 basis an "A" frame you're going to have trouble with
23 the wind blowing it over.
24
25 Mr. Kendrick: Yeah, even if a permanent...
26
27 Mr. Castaneda: You know attach it to the old pole or to that old sign
28 that's out there.
29
30 Mr. Kendrick: Yeah there's room on the old sign. We could attach
31 it to the old sign even.
32
33 Mr. Preston: Yeah, that's okay.
34
35 Mr. Kendrick: And I'd be willing to do that myself.
36
37 Ms. Cummings: Excuse me Mr. Chairman? I'd like to address Gary
38 Kendrick on this – what he was just speaking about,
39 the faxing and the copying and the Notary Public
40 that we have. Yes, the Notary Public is offered to
41 the public that is true. But I've never heard of the

1 faxing that we're allowed to fax for people or make
2 copies for them. In the years that I've been here I
3 was never told at all when I was Vice Chairman that
4 that was allowed for the public to do. I mean
5 personally I think that that would be too much wear
6 and tear on our fax machine and on our copy
7 machine and therefore we'd have to put more
8 money into, you know, if it was to break down. I
9 mean I never heard of that at all. I mean – now the
10 Notary Public yes.

11
12 Mr. Kendrick: May I respond?

13
14 Mr. Preston: Yes Gary.

15
16 Mr. Kendrick: Well it comes to my attention that we have been
17 doing it and we have been faxing and making
18 copies with the public and they've been keeping
19 their change in a cup, not even accounting it into
20 our accounts. It's been going on. They've just been
21 collecting change and stuff into a cup.

22
23 Ms. Cummings: Into a cup?

24
25 Mr. Kendrick: I don't know what kind of cup. Was it a coffee cup
26 you guys were putting it in?

27
28 Ms. Sieglaff: Mr. Chairman, may I comment on that?

29
30 Ms. Cummings: No.

31
32 Ms. Sieglaff: I have now found out that the money that is kept in
33 the cup is for stamps.

34
35 Ms. Cummings: Thank you Lisa.

36
37 Ms. Sieglaff: If the employees need stamps to get something out
38 in the mail they'll buy them from Theresa and that
39 money goes in the cup so I have now found out that
40 that's not ... now we do make copies and we do
41 send faxes for the public and...

1
2 Mr. Preston: At a fee?
3
4 Ms. Sieglaff: At a fee; and I don't know where that change goes
5 but I know there's one gentleman that has to fax –
6 he's a supervisor for a construction company – he
7 has some times seven, eight, nine pages that have
8 to be faxed back to his main headquarters which is
9 out of state. He comes in usually once or twice a
10 month. And people will come in and want copies of
11 titles after they've been notarized. People will come
12 in with Wills and want copies of them. You know,
13 just various documents that they've prepared that
14 they want a copy of. So I know, the last I knew, the
15 charge was \$.25 a page for copies. However, I
16 don't think that the service that we provide to our
17 customers would have any impact on the wear and
18 tear of the copy machine because, I mean, since
19 we're discussing it I would make a limit. I mean I
20 wouldn't let somebody come in and say I want 500
21 copies of this. So maybe while we're discussing it
22 we can make a maximum amount of copies that we
23 could make for one person. Do you see what I'm
24 saying? Because somebody could do a newsletter
25 and come in and say I want to buy 500 copies. We
26 couldn't possibly... you know, accommodate that.
27
28 Mr. Preston: No.
29
30 Ms. Cummings: Mr. Chairman? Now the change that's in that cup
31 which there's supposed to be rolls of quarters, etc.
32 etc. those are for when Don goes to the mail and
33 does certified letters. That's what that is for. I
34 mean and that's as far as I recollect. Am I correct
35 Don? That's what that change in there is for, right?
36
37 Mr. Peetoom: Mostly I get, if they've got two or three they get it
38 from petty cash.
39
40 Ms. Cummings: Yeah, and then of course those are for stamps and
41 stuff like that. I mean I didn't know they were for –

1 and I've been here three years – heard it; people
2 buy copies. I mean I know about the Notary, you
3 know, Notary Public, but not the copies or the fax
4 machine. I never...
5
6 Mr. Jones: Well we're not talking about a lot of money. We're
7 talking maybe \$10.00 and that's not even a roll of
8 stamps. \$10.00 a month.
9
10 Ms. Cummings: Yeah.
11
12 Ms. Sieglaff: Not even.
13
14 Ms. Cummings: Yeah, no, that's relevant to what I was speaking
15 about was the faxing and the copies for people.
16
17 Mr. Kendrick: Mr. Chairman?
18
19 Mr. Preston: Yes Gary.
20
21 Mr. Kendrick: I'd like to see that we offer it to the public, you
22 know? We're not going to become rich off of it I
23 know but for me having it there instead of having to
24 drive to town or having to drive to Marana, having it
25 there for our customers – making a copy is not
26 going to take but ten seconds; doing a fax is not
27 going to take a long enough period of time to where
28 it's going to, you know, affect their other work. So
29 I'd like to make a motion that we do faxing, copying
30 and doing Notary Public for our public at a fee.
31
32 Mr. Castaneda: I'll second it. Mr. Chairman?
33
34 Mr. Preston: Yes Mr. Castaneda?
35
36 Mr. Castaneda: I just want to really clarify to our System Manager
37 and to my colleagues here – even if our employees
38 purchased a stamp from us we take that \$.42 or
39 \$.47 out of our register or our account to purchase a
40 stamp. So if I turn around and sell it to Ms. Sieglaff
41 or Mr. Jones for \$.47 it doesn't go into a cup

1 because it goes into the register because I took the
2 \$.47 out of the register to buy the stamp in the first
3 place. I have to be accountable for that \$.47. You
4 don't just put money into a cup and it floats around
5 somewhere. I don't understand being able to buy a
6 stamp and then just putting in a cup without
7 showing any accountability for that.
8
9 Mr. Jones: Well, and what Theresa told me is she just goes
10 and buys more stamps.
11
12 Ms. Cummings: Yeah.
13
14 Mr. Jones: You know, I mean it comes from stamps and goes
15 to stamps.
16
17 Ms. Cummings: Mr. Chairman? The way I've understood it is that
18 the purpose of that is for Theresa to put stamps on
19 the envelopes that she's going to send out; certain
20 envelopes that need to be sent out. I mean I've
21 never heard of an employee buying a stamp. I
22 mean not that I'm aware of. As many times as
23 when I've been down here I've never heard of an
24 employee saying 'I need to buy a stamp from you,
25 here, here's \$.42'.
26
27 Mr. Kendrick: Mr. Chairman?
28
29 Ms. Cummings: I think that Theresa needs to be addressed on that
30 by the System Manager if that's possible and see
31 exactly what cup somebody brought up stating that
32 that's for whatever because it's not for that purpose.
33
34 Mr. Preston: Mr. Gary?
35
36 Mr. Kendrick: I think, Mr. Vice Chair, every penny should be
37 accounted for. Every penny should be on –
38 documented down on paper. This is what it went
39 for; this is why it was bought, spent, blah, blah, blah,
40 and so on. You know everything needs to... we
41 don't need to have a cup of change that anybody

1 could just walk by and grab a hand full of change
2 out of. I'm not saying that they would, I'm just
3 saying that, you know, it should be in the cash
4 drawer with the cash receipts; it all should be
5 accounted for.
6
7 Mr. Jones: So we should just keep track of that on paper and
8 put it with the petty cash?
9
10 Mr. Kendrick: Yeah we could...
11
12 Mr. Castaneda: I think so, you know?
13
14 Mr. Preston: I could see that if it's not recorded it will get out of
15 hand.
16
17 Mr. Jones: I'm not sure how much money there is in the cup or
18 whatever but you know...
19
20 Mr. Castaneda: Or how much money was in the cup the last past
21 three years. You know, who knew how much the
22 money was in the cup?
23
24 Mr. Jones: So we could just go purchase some stamps and
25 from that point just work out of petty cash?
26 Contribute it to petty cash and take petty cash out
27 when we want to buy stamps.
28
29 Mr. Castaneda: I assumed that was what they had been doing
30 anyway, right?
31
32 Mr. Peetoom: That's what they did.
33
34 Mr. Preston: Mr. Gary?
35
36 Mr. Kendrick: Mr. Chairman Luis, Mr. Castaneda told me one time
37 that he seen somebody take money out of there
38 because the drawer was short \$5.00.
39
40 Mr. Castaneda: That's true.
41

1 Mr. Kendrick: Took money out of the cup and just put it in the
2 drawer to make the drawer correct.
3
4 Mr. Preston: Mr. Peetoom?
5
6 Mr. Peetoom: Okay. When they need stamps when I go to the
7 post office they give me so much. It's \$42.00; they
8 give me \$42.00 out of petty cash. I go over there I
9 get the stamps I've got the receipt I take it back to
10 them and they put it in the petty cash drawer and
11 Theresa keeps the stamps.
12
13 Mr. Preston: Mr. Peetoom?
14
15 Mr. Peetoom: Yes.
16
17 Mr. Preston: Do you go to the mailbox, the mail – post office
18 most every day?
19
20 Mr. Peetoom: Every day.
21
22 Mr. Preston: Do you get paid for that?
23
24 Mr. Peetoom: No, I do not, I volunteer.
25
26 Mr. Preston: You volunteer that and you get no gas mileage or
27 anything like that?
28
29 Mr. Peetoom: That's right. It's only about seven miles.
30
31 Mr. Preston: Okay.
32
33 Mr. Peetoom: No, I just volunteer.
34
35 Mr. Preston: Anybody else have anything on the keeping of the
36 money of the stamps? Mr. Gary?
37
38 Mr. Kendrick: Not on the stamps but I would like to know if we're
39 expecting to keep our - the drawer, the petty cash
40 and all that stuff in the safe that we have in the
41 garage. Did we – I remember last meeting we did –

1 we were talking about this and I think that, you
2 know, we shouldn't be leaving money in the office.
3 We have a safe and that's where it should be put
4 every night.
5
6 Mr. Preston: Mr. Jones, are you aware of that?
7
8 Mr. Jones: Yeah. I have the combination to it. I haven't
9 successfully been able to open it at this point.
10
11 Mr. Preston: It used to be that the money was put – any monies
12 – was put in the safe every evening at quitting time.
13
14 Mr. Jones: Well, and there's a couple of people told me they
15 couldn't open it and I tried to open it. I haven't
16 successfully – I tried like three times. I haven't been
17 able to open it yet.
18
19 Mr. Castaneda: Are you going to try some more?
20
21 Mr. Jones: And if we need to we can get someone down to...
22
23 Mr. Preston: Yes, get the locksmith...
24
25 Mr. Jones: ... to reset it or something.
26
27 Mr. Preston: Yeah. I think we should do that anyway. We
28 should have access to that.
29
30 Ms. Sieglaff: Mr. Chairman, we have a motion on the floor about
31 the sign that was made by Mr. Kendrick and
32 seconded by Mr. Castaneda that we haven't voted
33 on.
34
35 Mr. Preston: Would you repeat the vote of the statement that we
36 voted on Mr. Castaneda?
37
38 Mr. Castaneda: The motion was Mr. Kendrick to put a sign, affix an
39 addition to our sign that says, faxes, copies, Notary
40 Public and our new office hours I believe. Is that
41 correct?

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Mr. Kendrick: Correct. Yes. Just to get something...

Mr. Preston: The motion's been made and seconded that we put that sign up. All in favor say by aye.

AYE 5 NAY 0 ABSTENTIONS 0

Mr. Preston: All opposed? Hearing none it is so moved. Item number 11.

11. Call to the public

Mr. Preston: Call to the public for comment. Mr. Rohr, do you have anything you'd like to say?

Mr. Rohr: I guess, as stupid as I am, I'd like to know how the wells working and would I be allowed to go with somebody to see the wells and see them work? Is there any possibility to do that?

Mr. Preston: We don't have a problem with you seeing the wells, it's just that we have to have a man with time to take you around. Mr. Jones, have you got the time to accompany Mr. Rohr?

Mr. Jones: Yeah. If you call them... the office ahead of time and make sure someone's here to escort you around we'd be glad to do that.

Mr. Rohr: Okay. Even while you're working I don't mind riding. I rode with Don one time to read all the meters.

Mr. Preston: Okay, is there anything else under item 11 that anybody would like to bring up?

Ms. Cummings: No call.

Mr. Preston: Hearing none, we'll move on to item number 12.

12. Announcement of the next scheduled meeting

1 Mr. Castaneda: The 16th Mr. Chairman?
2
3 Mr. Preston: The 16th of... Monday March 16th at 7:00 p.m.
4
5 Mr. Kendrick: Mr. Chairman?
6
7 Mr. Preston: Mr. Gary?
8
9 Mr. Kendrick: I'd like to make a motion that we adjourn for the
10 night.
11
12 Mr. Peetoom: I'll second it.
13
14 Mr. Preston: The motion's been made and seconded. So be it at
15 7:55 p.m.
16
17
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28

29 Minutes prepared by

30
31 _____
32 Lisa M. Sieglaff
33 Clerk of the Board of Directors