

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
OCTOBER 5, 2023**

1. **Call to order and roll call.** Meeting called to order at 5:46 pm. Board members Tyanna Burton, Ron Bauman, and Alan Dulaney were present. Utility Director Sam Mossman and Accounting Manager Moya Miller were also present.
2. **Call to the Public for Items not on the Agenda.** No members of the public were in attendance.
3. **Manager’s Report.** Sam Mossman described ongoing projects and utility operations.
4. **Consent Agenda Items.**
 - A. Approval of the minutes from the June 29, 2023 Board of Directors meeting.
 - B. Approval of a summary of payments made by the utility from June of 2023 through September of 2023.

Bauman moved to approve the entire consent agenda, Burton seconded, the motion carried unanimously.
5. **Executive Session Items.** None
6. **Regular Agenda Items.**
 - A. **Discussion and possible action regarding a waterline and emergency access easement agreement between KVID and Tovar Springs LLC.**

Staff and the Board discussed the need for the water line easement and the community benefit from the emergency access easement as well as the potential impacts of both on the utility. Dulaney noted that KVID official designation, Kachina Village Domestic Water Improvement District was needed on the document. Burton moved to approve the waterline and emergency access easement, with the amendment to KVID’s designation, Bauman approved, the motion carried unanimously.
 - B. **Discussion and possible action regarding a new well and the value of a “paper” study.**

Staff and the Board discussed the well siting proposals from Clear Creek Associates and Matrix New World. Dulaney offered his expertise on the value of a full well siting ahead of engineering and site selection, and the benefits provided by the process. The Board directed Staff to move forward with well siting as a first step in the process of constructing a new well for the utility.
 - C. **Discussion and possible action regarding KVID operations’ staff retention and wages.**

Staff and the Board discussed factors contributing to employee retention and the current state of staffing in the water/wastewater industry. The Board and Staff agreed on the need to retain skilled staff. Bauman moved to support Utility Director actions to recruit and retain qualified staff at or above local market rates. Burton seconded. The motion carried unanimously.
7. **Announcements.**

A. Future meeting dates.

The next meeting date should occur in January, to keep meeting on a quarterly schedule. Staff will contact the Board to work out the exact date early in January.

B. Future Board agenda items.

The Board asked that future agenda items include a discussion of strategic planning in regards to capital assets and keeping critical replacement items in stock as well as including items related to the siting of the new well and well construction on future meetings.

Adjourned at 7:45 pm