MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
November 4, 2025

1. **Call to order and roll call.** Meeting called to order at 5:30 pm. Board members Tyanna Burton, Peter Smith, Alice Bauman, and Alan Dulaney were present. Utility Director Sam Mossman and Accounting Manager Moya Miller were also present. Kachina Village resident Joseph Thomas (3060 Shiprock Ovi) was in attendance regarding the empty seat on the Board. Dylan Easthouse was in attendance representing Matrix New Worlds to present information on the bids for a new well for KVID.

2. **Call to the Public for Items not on the Agenda.** The member of the public that attended was present for an active agenda item.

3. **Manager's Report.** Sam Mossman described ongoing projects and utility operations.

4. **Consent Agenda Items**.

   A. Approval of the minutes from the May 8, 2025 Board of Directors meeting.

   B. Approval of a summary of payments made by the utility from May through September of 2025.

   Burton moved to approve the consent agenda items, Bauman seconded, the motion carried unanimously.

5. **Executive Session Items.** None

6. **Regular Agenda Items.**

   A. Discussion and possible action regarding the siting and construction of a new well.

   Staff and Dylan Easthouse (of Matrix New Worlds) led a discussion regarding the siting and bid process for a new well for the District. Staff committed to pursuing the geophysical study at the wetlands, when permitting comes through, but felt pursuing a replacement well would be the most beneficial for the utility. Dylan Easthouse broke down the well construction process, as well as the bids that were submitted for well construction. After consideration, the Bid by KP Ventures was selected, for its competitive price ($1,141,199), the proximity to the Utility, and their experience drilling wells in Northern Arizona. Burton moved to approve the well project as proposed, the bid provided by KP Ventures, and to authorize the Utility Director to execute documents regarding the construction of a new well. Dulaney seconded, the motion passed unanimously.

   B. Discussion and possible action regarding FY26 line-item budget adjustments.

   Staff and the Board discussed recent events at the Utility, including some equipment failures and opportunities to improve utility reliability and efficiency. Staff outlined the needed line item changes, noting that the funds are still coming form the existing budget, just a reallocation of funds slated for purchasing land for the new well (currently unneeded as the replacement well will go on KVID property). The line item adjustments are included below. Bauman moved that the funding from the line item "Land Purchase for Well Site" be reallocated to the line items as proposed, with a total of $307,000. Burton seconded, the motion carried unanimously.

Proposed Line-Item Adjustments		
Line Item #	**Line-Item**	**Adjustment**
73100	Mini Excavator Purchase	$20,000
62414	Sludge	$12,000
62611	Building and Grounds Maintenance	$22,000
62643	Manhole/Trenchless Repairs	$58,000
73000	North Storage Power Upgrade	$20,000
73000	Mesa Lift Station Rehab	$40,000
73000	Replace/Rehab Effluent Pumps and Inventory	$60,000
62641	Black Top/Road Repair/Aggregate	$75,000
Total Proposed Adjustments		$307,000

C. Discussion and possible action regarding staff retention and wages.

Staff and the Board discussed recent turnover and hiring at the Utility, including the implications for the Utility and retention of qualified staff. No action was requested at this time, but Staff received needed feedback that will be used for future compensation decisions and in preparing for the next budget cycle.

D. Discussion and possible actions regarding customer claims and compensation

Staff and the Board discussed applying credit to customers' accounts as a form of compensation when warranted, and the potential impacts of that. Concern was raised that applying the credit did not necessarily constitute a settling of a customer's claim the way the formal claims process would. The Board directed staff to consult with the District's attorney for advice on how to proceed and if a signed memo between the customer and the utility is an appropriate course of action in these cases.

E. **Discussion and possible action regarding vacancies on the Board of Directors and appointing new members.**

This item was postponed to the end of the agenda where the Board and Staff discussed the vacancy, and Joseph Thomas expressed his interest, and qualifications, for sitting on the Board. After some discussion on the Board's overall mission and intent, Joseph indicated his desire to participate on the Board. Dulaney moved to appoint Jospeh Thomas to the Board of directors, with a term expiring in 2028, Burton seconded, the motion was carried unanimously.

F. **Discussion and possible action regarding an additional rate for rental properties.**

Based on comments from this year's budget hearing, Staff and the Board discussed the possibility of adding a rental rate for the District. No one had a desire to adjust the rate for long term rentals, as this cost would simply be passed on to the renter, and that is much of the population of the District. Further discussion on short term rentals indicated that they were contributing equally to the District and that the existing rates should remain as is. No action was needed by the Board.

G. **Discussion and possible action regarding utility communications to the public.**

Based on comments from this year's budget hearing, Staff and the Board discussed options for increasing communication to the public regarding Utility activities within the District. After some discussion, the Board directed staff to communicate larger projects and expenditures via the Utility's web site. Staff committed to updating the web site and providing regular updates through that channel. No Board action was needed at this time.

7. Announcements.

A. Future meeting dates.

The next meeting date will be in January. Staff will reach out to the Board for scheduling after the holiday season.

B. Future Board agenda items.

The items regarding well siting and construction will remain on the agenda for progress updates to the Board.

Adjourned at 8:45 pm