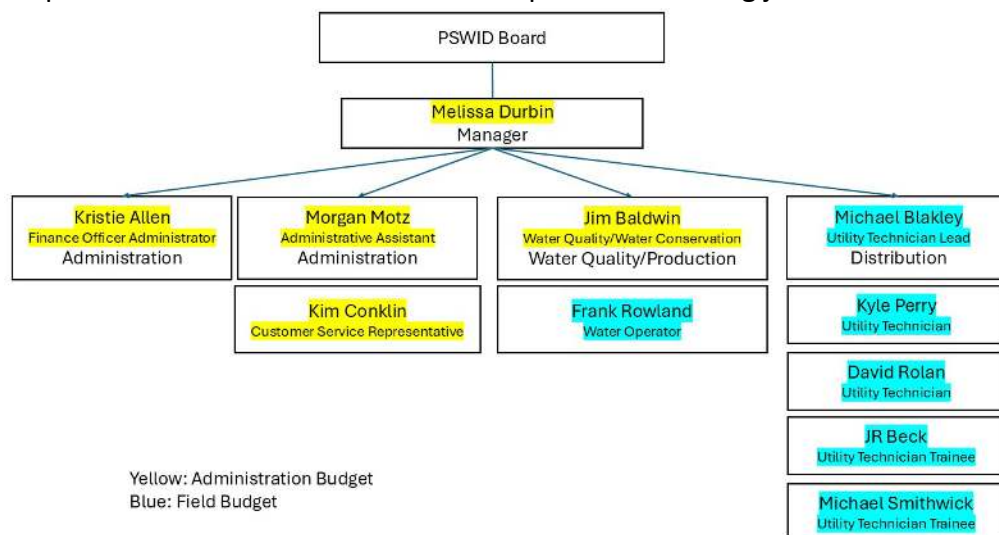




General Manager's Report: Board Meeting – June 26th, 2025

ADMINISTRATION

We implemented new job descriptions and organization chart to clarify roles, responsibilities, and reporting structures within the Pine Strawberry Water District improvement (PSWID) organization. This process ensures clarity, efficiency, and alignment of individual contributions with overall company goals. The chart below represents the departments that each staff member reports to including job titles.



PWSID staff reviewed the mission statement “*To secure a reliable and adequate water supply for the communities of Pine & Strawberry*” along with state and federal codes of regulation (CFR’s) that mandates the safety of the water we provide to the community. This prompt the need to better communicate the responsibilities of our staff and their job description.

UPDATING COMPUTER SOFTWARE AND EXISTING FILES

The staff use a common drive for pertinent information that is updated daily. A key component of accurate record keeping includes records lifecycle management, classification, organization, retention, access control, security, audit trails, compliance, accountability, and continuity and disaster recovery. The Safe Drinking Water Act and the Arizona Department of Environmental Quality also require proper records of retention and disposition. An example of information is as follows:

- Water Quality and Compliance
- Inventory
- Production Information including Wells, Tanks and Booster Stations
- Water usage and loss

ONGOING PROJECTS

- Inventory will be conducted and completed by the end of this week, June 27th, 2025. This will include the administrative yard and off-site stored equipment.
- The Sanitary Survey was completed and ADEQ Notice of Opportunity to Correct (NOC) and DW Field Inspection Report - AZ0404034 was received June 20th, 2025. The NOC included:
 - Well #55-635775 is missing the air vent with the #16 mesh screen.
 - Well #55-586129 has a broken seal, the well cap is not tightly bolted down and missing a bolt, and the air vent screen was not secured.
 - The 300,000-gallon storage tank has vegetation overgrowth around the storage tank's foundation metal ring.
 - The four 10,000-gallon storage tanks at well site #55-807338 are missing the required air vents with #16 mesh screen.
 - The two 20,000-gallon storage tanks at well #55-635774 are missing the required air vent with #16 mesh screen.
 - All 11 chlorine supply tanks are uncapped and opened.
 - The 100,000-gallon BVT storage tank's air vent screen is too large.
- Cemetery Road update. PSWID conducted an open house for the community and provided additional information online.
- Policies and Procedures are in the process of updates along with the implementation of a new Risk Management Plan.
- Production preparation for the upcoming holiday will include well-site meter readings prior to and after the weekend.