

## Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District  
November 11, 2020 - 10:00 a.m. at  
Zoom Video Conference

*District Board Meeting Guidelines: The meeting will be held in accordance with A.R.S. Title 38 Open Meeting Laws. Board and attendees participation shall be civil and courteous. Any disruptive behavior could result in removal from the meeting. Comments and questions from the public shall be called upon by the Board Chairman, and shall begin with stating and spelling of the speaker's name and address. All comments and questions shall be directed to the Board Chairperson. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Jennifer Bartos, Improvement District Services, Inc. at (928) 443-9484. Requests should be made as early as possible to allow time to arrange the accommodation. Requests for copies of Board Meeting minutes or other District documents, inquiries, or complaints should be submitted in writing to: Improvement District Services, Inc., 3603 Crossings Drive Prescott AZ 86305.*

In-person attendance will be limited to the Board of Directors and staff members only. The public is invited to attend via Zoom video conference.

Topic: American Ranch August Board of Directors Meeting

Time: Nov 11, 2020 10:00 AM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/85998016074?pwd=ZHE1M1FuZWpZd0x5RDZ3T0dYNW96UT09>

Meeting ID: 859 9801 6074 / Passcode: 874416

Contact [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation via email.

Call to Order – Bill Yates, Liz Mahon and Roy Engehausen present. Cynthia Baker and Brent Mathews absent.

Also participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, District Administrator, Improvement District Services, Inc.; Bob Hanus, District Operator, Western Environmental Technologies; Mark Kaplan and Gerry Breuer, property owners.

In the absence of Chairperson Baker, Vice-Chairman Yates will Chair the meeting.

1. Discussion regarding the monthly operations report from Bob Hanus of Western Environmental Technologies regarding the operation and maintenance of the water and sewer facilities and status of projects, to include the status of the remote meter project.  
Bob Hanus reviewed the operations report and the draft Capital Reserve Report.
2. Discussion and possible action regarding the leak detection contact and door hangers.  
Bob Hanus expressed concerns about the time it would take to hang door hangers for any leaks found on properties that are not signed up for the Leak Detection Program. The Board requested that for low flow alarms, a door hanger be placed on the door or mail a notice. Jennifer was asked to write another letter, inviting customers to participate in the Leak Detection Program and send it to Tiffany Taylor to include in the next newsletter from the HOA.
3. Discussion and possible action to annex parcel #100-20-025 into the boundaries of the District and adopt Resolution 2020-3.  
Jennifer explained that during the original formation of the District, this parcel and others were omitted from the boundaries in error. She said this is the last parcel that needed to be annexed.  
Motion: made by Director Engehausen to approve the annexation and adopt Resolution 2020-3, second by Vice-Chairman Yates.  
Unanimous Approval
4. Discussion and possible action regarding administrative issues to include future meeting agenda items, financial reports, delinquency and customer reports and miscellaneous administrative issues, late fees and budget items.  
The budget discussions should be included in the February 2021 meeting agenda. An annual report and a newsletter will be sent to property owners along with the budget hearing notice.
5. Discussion and possible action regarding results of the November 2020 election for three positions on the Board of Directors. Cynthia Baker, Mark Kaplan and Gerry Breuer will be appointed.  
Jennifer explained that there were three Board positions open for election and three candidate packets were submitted. Therefore, pursuant to the A.R.S., the Yavapai County Board of Supervisors cancelled the election and the three candidates shall be appointed.

Motion: made by Director Mahon to appoint Cynthia Baker, Mark Kaplan and Gerry Breuer to the Board of Directors, second by Director Engehausen.

Unanimous Approval

6. Discussion and possible action to approve meeting minutes of August 12, 2020.

Motion: made by Director Mahon to approve the meeting minutes, second by Director Engehausen.

Unanimous Approval

7. Discussion and possible action to approve checks written August, September and October 2020.

Motion: made by Director Mahon to approve the checks, second by Director Engehausen.

Unanimous Approval

**Public Comment Period:** The public will be given the opportunity to comment to the Board of Directors on non-agenda item issues pertaining to the District. This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Two minutes will be allowed for each speaker.

Gerry Breuer said he did not feel the District is giving the proper public notice for meetings. Jennifer Bartos said the notice is published according Statute and in addition, the notice is placed on the community bulletin board. She also noted that the meetings are held on regular dates throughout the year. It was suggested that the meeting be noticed on the utility bill.