

Meeting Minutes  
Board of Directors of The American Ranch Domestic Water Improvement District  
November 12, 2025 at 10:00 a.m.  
The American Ranch – Billiard Room  
9500 American Ranch Road, Prescott, AZ

*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.*

Call to Order: Cynthia Baker, Mark Kaplan, Gerry Breuer, Bob Wolfe and David Puglia present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator and Jordan Ricca, guest, Improvement District Services, Inc.; Derek Scott, District Operator, A Quality Water.

1. Discussion and possible regarding possible reimbursement for accounts that are signed up for water leak notification that suffer a water loss but are not notified.  
Diana explained that Mr. Anderson had signed up for the leak notification and suffered a water loss but he was not notified. Derek Scott verified that the leak detection notifications are now going to Mike and customers will be notified if they have signed up for leak detection notifications.  
Motion: made by Vice-Chair Kaplan to reimburse Mr. Anderson's account for the cost of the water loss, second by Director Puglia.  
Unanimous Approval
2. Discussion and possible action regarding administrative issue and future agenda items, to include:
  - a) Introduce Jordan Ricca
  - b) Review Annual Financial Review  
The Annual Financial Review by Keegan Linscott & Associates was reviewed.  
Jennifer will submit the documents to Yavapai County along with the Annual Report.
  - c) Reuse charges to HOA  
The District will not charge the HOA for reuse water.  
Motion: made by Director Breuer, seconded by Vice-Chair Kaplan.  
Unanimous Approval
3. Discussion and possible action regarding the condition of the water and wastewater facilities and the necessary corrections and modifications to be performed.
  - a) Installation of a cabinet  
The cabinet will be installed on Monday and will be placed on cinder blocks.
  - b) Storage container  
Motion: made by Director Wolfe to authorize the purchase of the 20x8x8 storage container in the amount of \$4,000, second by Director Puglia.  
Unanimous Approval
  - c) Valve Exercising  
Derek Scott told the Board that some of the valves are covered with road topping.
  - d) Purchase and installation of a new pump station  
Waiting for CivilTec
  - e) VFD for WWTP  
Derek said that Fever Controls have been waiting for parts, but it will be installed by the February meeting.
  - f) The redundancy project – Remove from the agenda
  - g) Water levels – Remove from the agenda
  - h) Fever Controls surge protection.  
Derek will review the status of this project.
  - i) Review proposal from CivilTec and possible action items.  
Motion: made by Director Wolfe to authorize CivilTec \$6,000, second by Director Breuer.  
Unanimous Approval
  - j) Discussion on metering of effluent discharge at the upper pond – Remove from the agenda

- k) Water meter reading at production meter compared to total readings of all service meters  
AQW is directed to send the Master Meter Read to Diana.
  - l) Discussion on doing a drawdown test of domestic well.  
Motion: made by Director Wolfe to have AQW do a draw down test and submit a report to the Board at each meeting, second by Vice-Chair Kaplan.  
Unanimous Approval  
Derek Scott requested a 2 week notice for installing water meters.
4. Discussion and possible action to approve meeting minutes of August 13, 2025.  
Motion: made by Director Puglia to approve the meeting minutes, second by Vice-Chair Kaplan.  
Unanimous Approval
  5. Discussion and possible action to approve the checks written in August, September and October, 2025.  
Motion: made by Director Puglia to approve the checks, second by Vice-Chair Kaplan.  
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.