

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
February 13, 2019, 10:00 a.m. at
The American Ranch – Ranch House, 9500 American Ranch Road, Prescott, Arizona

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, Bill Yates, Roy Engehausen present. Brent Mathews absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Kathleen Goodman, District Administrator, Improvement District Services, Inc.; Bob Hanus, District Operator, Western Environmental Technologies; Tiffany Taylor, HOAMCO; Mark Kaplin and Liz Mahon, property owners.

*Unanimous Approval indicates a unanimous vote by all members

1. Discussion and possible action to appoint Elizabeth Mahon to the open position on the Board of Directors.
Motion: made by Director Yates to appoint Elizabeth Mahon to the Board of Directors, second by Director Engehausen.
Unanimous Approval
2. Discussion and possible action to elect a Chairperson and Vice-Chairperson for the coming year.
Motion: made by Director Engehausen to appoint Cynthia Baker as Chairperson, second by Director Yates.
Unanimous Approval
Motion: made by Chairperson Baker to appoint Bill Yates as Vice-Chair, second by Director Mahon.
Unanimous Approval
3. Discussion and possible action to set meeting dates for the coming year.
Regular meeting dates shall be the second Wednesday of the second month in each quarter.
4. Discussion and possible action regarding the contract with Western Environmental Technologies for operation services.
Motion: made by Director Engehausen to renew the contract with Western Environmental Technologies, second by Director Yates.
Unanimous Approval
5. Discussion and possible action 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.
Bob told the Board that the new booster pumps are in.
No action taken.
6. Discussion and possible action regarding a presentation by Tracy and Matt from Dana Kepner for a 5-year agreement for a project to replace 72 meters with automated meters and system maintenance for approximately: Year 1 \$122,123, Year 2 \$17,343.53, Year 3 \$17,311.03, Year 4 \$18,288.53 and Year 5 \$18,781.03.
Motion: made by Director Engehausen to approve the agreement with Sensus subject to the numbers in the contract remaining the same and approval of the contract by the District's legal counsel, second by Director Yates.

Unanimous Approval

7. Discussion and possible action regarding administrative issues to include:
 - a) Approve meeting minutes of December 12, 2018;
Motion: made by Director Engehausen to approve the minutes, second by Director Yates.
Unanimous Approval
 - b) Approve checks written from October 2018 through January 2019.
Motion: made by Director Engehausen to approve the checks, second by Director Yates.
Unanimous Approval
 - c) Discussion and possible action regarding financial institutions and financial reports.
No action taken

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.