

Meeting Minutes  
Board of Directors of  
The High Valley Ranch Domestic Wastewater Improvement District  
May 24, 2022 at 1:30 p.m.  
3603 Crossings Drive, Prescott, Arizona or 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.*

Topic: High Valley Ranch DWID Board of Directors Meeting  
Join Zoom Meeting

<https://us02web.zoom.us/j/88985527828>

Meeting ID: 889 8552 7828

Dial by your location: (669) 900-9128 (San Jose), (253) 215-8782 (Tacoma), (346) 248-7799 (Houston)

Meeting ID: 889 8552 7828

Contact Jennifer Bartos, [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

Call to Order: Gary Kelley, Jacquie McClish and Ric Nargie present.

Also present and 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, Inc.

1. Discussion and possible action to review the Fiscal Year 2022/2023 Budget, Rates & Fees and ad valorem tax, and if applicable set the hearing date and time.  
Bob Hanus will work with the HVR Design Committee to locate services in advance of a permit or construction. The District will increase the hookup fee from \$1,500 to \$1,600 to cover the cost of Bob's time.  
Motion: made by Chairman Kelley to adopt the Tentative Budget, Rates for fees and set the hearing date and time at June 14, 2022 at 9:00 am, second by Director Nargie.  
Unanimous Approval
2. Discussion and possible action to approve the Call of Election for two positions at the November 2022 election.  
Motion: made by Chairman Kelley to approve the Call of Election, second by Director McClish.  
Unanimous Approval
3. Discussion and possible action to regarding the Positive Pay Program  
Diana shared with the Board the difficulty in trying to receive complete information on what the Positive Pay Program is, who is monitoring what, the cost to the District, cyber security and what participating in the program requires. Jennifer requested that the Board give approval to participate in this program only if absolutely necessary in order to access the District's funds that are currently in the Treasurer's account.  
Motion: made by Director Nargie to approve participation in the program, second by Director McClish.  
Unanimous Approval
4. Discussion and possible action to approve a contract amendment with Western Environmental Technologies.  
Motion: made by Director McClish to approve the contract amendment, second by Director Nargie.  
Unanimous Approval
5. Discussion and possible action to approve the checks written from June 2021 thru April 2022.  
Motion: made by Chairman Kelley to approve the checks, second by Director McClish.  
Unanimous Approval
6. Discussion and possible action to approve meeting minutes of June 8, 2021.

Motion: made by Director Nargie to approve the meeting minutes, second by Director McClish.  
 Unanimous Approval

- Discussion and possible action regarding administrative and operations issues.  
 Diana was asked to prepare a list of connected customers.

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.

**High Valley Ranch Domestic Wastewater Improvement District**  
**Fiscal Year 2022/2023 Tentative Budget**

Exhibit A

	<b><u>EXPENSE</u></b>	<b><u>FY 21/22</u></b>	<b><u>4/30/22</u></b>	<b><u>12</u></b>	<b><u>FY</u></b>
	<b><u>Operations and Maintenance</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>month</u></b>	<b><u>22/23</u></b>
				<b><u>Estimate</u></b>	<b><u>Budget</u></b>
1	Administrative Services	\$7,200	\$6,000	\$7,260	\$7,938
2	Additional Admin Services	150	0	0	150
3	Activation Fee	450	1,050	1,200	450
4	Permits	0	225	225	300
5	Attorney Services	150	0	0	150
6	Bank Charges	50	173	173	100
7	City Buy-in Fees	0	3,020	3,020	3,020
8	Collections	400	970	1,100	1,100
9	County - Elections	0	0	75	3,500
10	Emergency Maintenance	2,000	0	20,000	2,000
11	General Maintenance & Repair	1,000	0	1,000	1,000
12	Insurance	2,800	2,800	2,800	3,100
13	Office Supplies	100	105	105	100
14	Operations Services	5,100	4,080	\$5,600	6,000
15	Flushing Lines	3,250	0	3,250	3,850
16	Publishing	200	0	400	600
17	Line Locating	0	0	0	1,500
18	Contingency	2,285	225	0	3,336
19	Capital Repairs Reserve	<u>57,690</u>	<u>0</u>	<u>0</u>	<u>42,375</u>
20	<b>Total O&amp;M Expense</b>	<b>\$82,825</b>	<b>\$18,648</b>	<b>\$46,208</b>	<b>\$80,569</b>
<b>Capital Expense</b>					
21	City Buy-in Fees	\$20,000	\$0	\$0	\$0
22	Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
23	<b>Total Capital Expense</b>	<b>\$20,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
24	<b>Total Expense</b>	<b>\$102,825</b>	<b>\$18,648</b>	<b>\$46,208</b>	<b>\$80,569</b>
	<b><u>REVENUE</u></b>	<b><u>FY 21/22</u></b>	<b><u>4/30/2022</u></b>	<b><u>12</u></b>	<b><u>FY</u></b>
	<b><u>Operations and Maintenance</u></b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>month</u></b>	<b><u>22/23</u></b>
				<b><u>Estimate</u></b>	<b><u>Budget</u></b>
25	User Fees	\$5,000	\$5,957	\$6,570	\$6,570
26	Hookup Fees	0	4,500	4,500	0
27	Activation Fee	450	750	750	450
28	Collections	300	213	300	300
29	Interest	150	92	92	95

30	Availability Fee	0	0	0	0
31	City Buy-in Fee	0	3,020	3,020	3,020
32	Miscellaneous Income	0	2,000	2,000	0
33	Ad Valorem Tax	<u>21,500</u>	<u>20,031</u>	<u>21,500</u>	<u>21,500</u>
34	<b>Total O&amp;M Revenue</b>	\$27,400	\$36,563	\$38,732	\$31,935

**Capital**

35	City Buy-In Fee	\$20,000	\$0	\$0	\$0
36	Miscellaneous Capital Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
37	<b>Total Capital Revenue</b>	\$20,000	\$0	\$0	\$0
38	<b>Total Revenue</b>	\$43,748	\$36,563	\$38,732	\$31,935

**Fund Balance**

Balance as of April 30, 2022	\$74,025
Estimated Expense 21/22	<u>-27,560</u>
Subtotal	46,465
Anticipated Revenue 21/22	<u>2,169</u>
Estimated Ending Balance 21/22	\$48,634
Est. Beginning Balance 22/23	\$48,634
Estimated Revenue 22/23	31,935
Estimated Expense 22/23	<u>80,569</u>
Estimated Ending balance 22/23	\$0