Special Meeting Minutes
Board of Directors of The American Ranch Domestic Water Improvement District
April 20, 2026 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 and Bob Wolfe present. David Puglia absent

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

1. 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 – when will it be operational;
    This item is complete and will be removed from the agenda.
    b) Valve Exercising – review punch list from AQW Excavation on needed repairs
    Review and possible approval of system valve can repairs and hydrant repairs;
    Motion: made by Director Wolfe to approve all tasks in the amount of $17,414, $5,350.28 shall be billed to the ARC Committee to be collected from the builder, second by Vice-Chair Baker.
    Unanimous Approval
    c) Purchase and installation of a new pump station; Item c and d shall be combined
    d) Booster pump;
    e) Filter for water system;
    Change water system to wastewater system.
    f) Fever Controls surge protection (approval 5-14-2025 for $3,500);
    This item is complete.
    g) Water meter reading at production meter compared to total readings of all service meters;
    This report shall be submitted quarterly.
    h) Safety items at wastewater treatment plant;
    i) Damaged fire hydrant at lot 193;
    j) 4 meters continue to be reported as "stale"
    Leak notification and possible discontinuation of notifications;
    k) Review of CivilTec insurance valuation;
    Director Wolfe said that the report from CivilTec was not adequate and recommends that the Board cancel all contracts with them.
    l) Water system loop;
    Derek said this project would need engineering services before an cost estimate can be obtained.
    m) Repair at 9710 N. American Ranch Road (Chen).

2. 11:00 a.m. Discussion and possible action regarding a transfer of the A Quality Water, LLC contract for operation services to Tri-City Backflow Testing, LLC, or other possible options for operation services.
    Discussion with Derek Scott regarding the following items:
    Installation of backflow devices is mandatory and shall be installed within 72 hours of the meter installation.
    Stale meters – Derek will check all five meters
    Leak protection – Derek is to provide the parameters at the May meeting.
    Safety issue – the wastewater treatment plant grates must be put in place for safety. Derek said the warning signs have been posted.

Meter installations – it was agreed that meters will be installed within 2 weeks of the request. Derek shall be contacted prior to the meter installation to locate the sewer and water utilities. Derek was authorized to require the builders to rope off the meter and backflow.
Derek will be responsible to sign and submit all reports and documents related to the water and wastewater systems.
Derek was asked to give more details in his monthly report.
Derek said that he recommends that the Board consider adding a second well to the system. He will get an estimate of the cost.

Motion: made by Vice-Chair Baker to approve the contract, second by Director Wolfe.
Unanimous Approval

3. Discussion to review the draft Fiscal Year 2026/2027 Budget, Rates and Fees.
The budget was reviewed. Add hydrant repair $17,415; change Hauling & Disposal to $9,000 and add engineering for system loop $50,000.

4. Discussion and possible action to approve meeting minutes of February 11, 2026.
Motion: made by Director Wolfe to approve the minutes, seconded by Director Kaplan.
Unanimous Approval

5. Discussion and possible action to approve the Call of Election for two positions on the Board of Directors at the November 3, 2026 General Election.
Motion: made by Vice-Chair Baker to approve the Call of Election, second by Director Wolfe.
Unanimous Approval
Jennifer was asked to forward the link for the Yavapai County Elections Département.

6. Discussion and possible action regarding administrative issue and future agenda items:
   a) Notice to customers regarding EPA violation
      This will be included with the newsletter.
   b) Notice to customers regarding:
      Care of the wastewater system
      Grinder pump maintenance
      Chairman Breuer will draft a letter. Jennifer suggested including the Call of Election notification to save money on costly publishing.
      Customer responsibility from backflow to house for water / beyond right-of-way to house for sewer
      It was determined that the customer's responsibility for sewer is from the valve.

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.