

Meeting Minutes
Board of Directors of
The High Valley Ranch Domestic Wastewater Improvement District
May 11, 2021 at 10:00 a.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

Time: May 11, 2021 10:00 AM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/83181283938?pwd=blqzQnBDYzlsSGw2cJmeFZGMWtodz09>

Meeting ID: 831 8128 3938

Passcode: 356816

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

Meeting ID: 831 8128 3938

Passcode: 356816

Contact Jennifer Bartos, jbartos@idsadmin.com to request a Zoom meeting invitation to be emailed to you.

Call to order: Gary Kelley, Ric Nargie and Jacqueline McClish present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Bob Hanus, District Operator, Western Environmental Technologies.

1. Discussion and possible action to review the Fiscal Year 2021/2022 Budget, Rates & Fees and ad valorem tax, and if applicable set the hearing date and time.
Motion: made by Chairman Kelley to approve the Fiscal Year 2021-2022 Budget, rates, fees and \$21,500 ad valorem tax, second by Director McClish.
Unanimous Approval
2. Discussion and possible action regarding the sewer connection to 2296 W. Yellow Pine Trail, parcel #108-24-021A, Fitzpatrick.
Jennifer told the Board that it was discovered that this parcel connected to sewer in 2018 without the administrative office knowledge. Bob Hanus said the plans were approved and the installation was completed. Jennifer said there is no evidence that the parcel was annexed, no fees were collected and ownership of the sewer line was never conveyed to the District.
Jennifer will investigate if the City of Prescott's requirements were met.
3. Discussion and possible action to approve the checks written from July 1, 2020 to April 30, 2021.
Motion: made by Director Nargie to approve the checks, second by Director McClish.
Unanimous Approval
4. Discussion and possible action to approve meeting minutes of June 23, 2020.
Motion: made by Chairman Kelley to approve the meeting minutes, second by Director McClish.
Unanimous Approval
5. Discussion and possible action regarding administrative and operations issues.
Diana provided the Board with a list of accounts.

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.

Fiscal Year 2021/2022 Tentative Budget

Exhibit A

	EXPENSE	FY 20/21	4/30/21	12 month	FY 21/22
	Operations and Maintenance	Budget	Actual	Estimate	Budget
1	Administrative Services	\$7,200	\$6,000	\$7,200	\$7,200
2	Additional Admin Services	0	408	408	150
3	Activation Fee	450	900	900	450
4	Attorney Services	150	0	0	150
5	Bank Charges	25	30	40	50
6	Collections	650	380	380	400
7	County - Elections	0	0	0	0
8	Emergency Maintenance	2,000	0	0	2,000
9	General Maintenance & Repair	1,000	0	0	1,000
10	Insurance	2,750	0	2,750	2,800
11	Office Supplies	75	94	94	100
12	Operations Services	5,043	3,672	\$5,043	5,100
13	Flushing Lines	3,000	3,250	3,250	3,250
14	Publishing	200	0	200	200
15	Contingency	2,254	0	0	2,285
16	Capital Repairs Reserve	<u>41,685</u>	<u>0</u>	<u>0</u>	<u>57,690</u>
17	Total O&M Expense	\$66,482	\$14,734	\$20,265	\$82,825

Capital Expense

18	City Buy-in Fees	\$20,000	\$3,020	\$3,020	\$20,000
19	Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
20	Total Capital Expense	\$20,000	\$3,020	\$3,020	\$20,000

21	Total Expense	\$86,482	\$17,754	\$23,285	\$102,825
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	REVENUE	FY 20/21	4/30/2021	12 month	FY 21/22
	Operations and Maintenance	Budget	Actual	Estimate	Budget
22	User Fees	\$4,964	\$4,571	\$5,214	\$5,000
23	Hookup Fees	0	4,500	4,500	0
24	Activation Fee	450	600	600	450
25	Collections	650	198	225	300
26	Interest	370	174	174	150
27	Availability Fee	0	202	202	0
28	Ad Valorem Tax	<u>21,500</u>	<u>16,014</u>	<u>21,500</u>	<u>21,500</u>
29	Total O&M Revenue	\$27,934	\$26,259	\$32,415	\$27,400

Capital

30	City Buy-In Fee	\$20,000	\$3,020	\$3,020	\$20,000
31	Miscellaneous Capital Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
32	Total Capital Revenue	\$20,000	\$3,020	\$3,020	\$20,000

33	Total Revenue	\$43,748	\$29,279	\$35,435	\$47,400
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Fund Balance	
Balance as of April 30, 2021	\$54,800
Estimated Expense 20/21	<u>-5,531</u>
Subtotal	49,269
Anticipated Revenue 20/21	<u>6,156</u>
Estimated Ending Balance 20/21	\$55,425

Est. Beginning Balance 21/22	\$55,425
Estimated Revenue 21/22	47,400
Estimated Expense 21/22	<u>102,825</u>
Estimated Ending balance 21/22	\$0