

## Meeting Minutes

Board of Directors of the Red Rock Road Enhancement Maintenance District

April 28, 2020 – 2:00 p.m.

### 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. All comments and questions shall be directed to the Board Chairperson. Representatives of the District Clerk and the Administrative personnel are authorized to speak on all items. 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.*

Meeting Location: None – Video conference only –

<https://us02web.zoom.us/j/82007167338?pwd=Q1hjK0F5ZmhDSmxLNmInVTqrTG5SUT09>

. (see telephone numbers below for those without an electronic device). Please Read the Zoom User Guide prior to the meeting. All participants will be on Mute when joining the meeting except Board members and we will Unmute after discussion of any motion made and before a vote to solicit input from owners, with a 2 minute time limit, after which the participant will be muted. Your cooperation and understanding will be appreciated so the Board can conduct business under difficult circumstances.

Meeting ID: 820 0716 7338

Password: 029416

One tap mobile

+16027530140,,82007167338#,,#,029416# US (Phoenix)

Call to Order and Roll Call – Dave Norton, Ann Crossland, Stacey Moore present.  
Joanne Johnson and Ruth Kane absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/ Administrator and Diana King, District Administrator, Improvement District Services, Inc.; Steve Fiedler, District Field Superintendent.

1. Discussion and possible action to appoint a Chairman for the coming year.  
Motion: made by Director Moore to nominate Dave Norton as Chairman, second by Vice-Chair Crossland.  
Unanimous Approval  
Motion: made by Chairman Norton to nominate Ann Crossland to remain as Vice-Chair, second by Director Moore.  
Unanimous Approval
2. Discussion and possible action regarding field reports from Green Earth and an update on RRREMD alternative weed spray program. Representatives of Green Earth LLC may be called upon to speak.  
Chairman Norton noted that there are several weeds present in the median at this time. No representative for Green Earth was present.  
No action taken
3. Discussion and possible action regarding a field report from Steve Fielder and District permits.  
Steve told the Board that there are times when the District is not notified of permits issued by ADOT for work in the RRREMD right-of-way. He asked if the District should have its own permit. It was suggested to have a meeting with ADOT for better communication with the District. Diana was asked to contact Blue Stake for their communication method. Jennifer was asked to request a legal opinion on the District's authority to charge for reimbursement of the Field Superintendent's time.  
No action taken.
4. Discussion and possible action regarding a broken light fixture and the replacement of lighting fixtures with LED.  
The fixture has not been replaced. No action taken

5. Discussion and possible action regarding designs developed by SBH Designs to address RRREMD sidewalk shoulder hazards and drainage ditch erosion.  
Supervisor Garrison said he would ask ADOT to include this project in their Capital Projects list for the upcoming year
  
6. Discussion and possible action regarding renewal of the administrative services contract with Improvement District Services, Inc.  
Motion: made by Director Moore to renew the administrative services contract with Improvement District Services for two years, until June 20, 2022, second by Vice-Chair Crossland.  
Unanimous Approval
  
7. Discussion and possible action to approve the Call of Election for three positions on the Board of Directors at the November 2020 election.  
Jennifer was asked to email the link for the candidate packets. The open positions are Norton, Johnson and Crossland.  
Motion: made by Director Moore to approve the Call of Election, second by Director Crossland.  
Unanimous Approval
  
8. Discussion and possible action to approve the FY 2020-2021 Tentative Budget and if appropriate, set the hearing date and time.  
The budget was reviewed. Jennifer made note that the District ad valorem tax does not cover the District's expenses and the Reserve account is being reduced. She also presented the Board with the Yavapai County report showing the property values for the District have increased 6%. Jennifer said that in a discussion with Director Johnson, she felt the District should increase the tax amount to cover the alternate weed spray. The line item was reviewed in the budget and noted that the alternative weed spray costs are already in the budget. It was decided to increase the tax amount from \$95,000 to \$100,000. Due to the COVID19 Order, the hearing will be held as a video conference via Zoom. Chairman Norton will make the Zoom arrangements.  
Motion: made by Director Moore to adopt the tentative budget and set the hearing date as May 20, 2020 at 2:00 pm, second by Vice-Chair Crossland.  
Unanimous Approval
  
9. Discussion and possible action to approve meeting minutes of January 15, 2020.  
Jennifer was asked to add to the minutes that no public comment was received.  
Motion: made by Director Moore to approve the minutes as modified, second by Chairman Norton.  
Vote – 2 yes, Moore & Norton / 1 abstain – Crossland, she was not present at that meeting.
  
10. Discussion and possible action to approve warrants written in January, February and March 2020.  
The report included did not contain the most recent warrant list. Item tabled to the next meeting.

**Fiscal Year 2020/2021 Tentative Budget**

Exhibit A

	<b><u>EXPENSE</u></b>	<u>FY 19/20</u> <u>Budget</u>	<u>Actual as of</u> <u>4/11/2020</u>	<u>12-month</u> <u>Estimate</u>	<u>FY 20/21</u> <u>Budget</u>
1	Administrative Services	\$13,200	\$9,900	\$13,200	\$13,200
2	Additional Admin Svcs.	250	0	0	250
3	Attorney Services	3,000	0	150	500
4	Bank Charges	150	0	0	150
5	Director's Compensation	1,875	975	1,725	1,875
6	Elections	0	0	0	8,000
7	Fees & Registration	150	173	173	175
8	Insurance	7,550	1,665	7,550	7,700

9	Self insured	15,000	0	0	15,000
10	Meeting facility rental	270	135	135	270
11	Postage	94	0	0	0
12	Professional Services	2,300	0	0	2,300
13	Publishing	400	0	400	400
14	Landscape Maintenance:				
15	Monthly Maintenance	60,000	45,000	60,000	60,000
16	Backflow Testing	150	0	150	150
17	Repairs & Replacement	4,000	2,054	3,081	4,000
18	Alternate Product Initiative	9,150	6,992	10,488	10,500
19	Lighting Maintenance	500	0	0	500
20	Contracted Services	1,000	0	0	1,000
21	Field Superintendent	2,400	3,280	4,373	4,400
22	Blue Stake	275	0	275	275
23	Electricity	2,500	1,651	2,477	2,500
24	Water	2,100	1,808	2,411	2,500
25	Website	2,125	0	2,125	2,125
26	Emergency Maintenance	2,000	0	0	2,000
27	Capital Replacement Reserve	<u>54,070</u>	<u>0</u>	<u>0</u>	<u>44,613</u>
28	<i>subtotal</i>	\$184,509	\$73,633	\$108,713	\$184,383
29	Contingency	<u>19,001</u>	<u>1,000</u>	<u>1,000</u>	<u>19,000</u>
30	Total Expenses	\$203,510	\$74,633	\$109,713	\$203,383

		FY 19/20 Budget	Actual as of 4/11/2020	12-month Estimate	FY 20/21 Budget
<b>REVENUE</b>					
31	Ad Valorem Tax	\$95,000	\$70,273	\$95,000	\$100,000
32	Interest	1,000	1,705	1,775	1,000
37	Miscellaneous	<u>0</u>	<u>940</u>	<u>940</u>	<u>0</u>
38	Total Revenue	\$96,000	\$72,918	\$97,715	\$101,000

### **FUND BALANCES**

-	
Balance as of 04/11/2020	\$112,665
Estimated Expenses 19/20	<u>35,080</u>
Subtotal	77,586
Anticipated Revenue 19/20	<u>24,797</u>
Estimated Ending Balance 19/20	102,383
Est. Beginning Balance 20/21	102,383
Estimated Revenue 20/21	101,000
Estimated Expense 20/21	<u>203,383</u>
Estimated Ending balance 20/21	-\$1