

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
February 12, 2025 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 David Puglia present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services, Inc.; Derek Scott, A Quality Water (AQW)

1. Action to appoint Cynthia Baker, Gerry Breuer and Mark Kaplan to the Board of Directors.
Motion: made by Director Baker to appoint the three candidates, second by Vice-Chair Kaplan.
Unanimous Approval
2. Discussion and possible action to accept Liz Mahon's resignation from the Board of Directors.
Motion: made by Vice-Chair Kaplan to accept the resignation, second by Director Baker.
Unanimous Approval
3. Action to elect a Chair and Vice-Chair for the coming year.
Motion: made by Chairman Puglia to elect Cynthia Baker as Chair and Mark Kaplan as Vice-Chair, second by Vice-Chair Kaplan.
Unanimous Approval
4. Discussion and possible action regarding the condition of the water and wastewater facilities and the necessary corrections and modifications to be performed.
 - a) Priorities:
 1. Purchase & installation of jockey pump
Derek Scott told the Board that CivilTech Engineering inspected the system and recommends returning it to its original design with a jockey pump.
Motion: made by Director Breuer to authorize Fever Controls to proceed with the jockey pump, second by Director Puglia.
Unanimous Approval
 2. Complete rework of Variable Speed Drives at Booster Station
 3. Replace and rewire J box at treatment tank
 - b) Lower Priority
 1. Shade structure for chemicals on the south side of the waste treatment building,
Motion: made by Director Breuer to authorize AQW to proceed with the purchase, second by Director Puglia.
Unanimous Approval
 2. VFD for WWTP
The lack of progress and communication with the Board was noted due an outside person causing interference with operations. Jennifer was asked to write a letter that states this person should be a Board Member and under control of the Board.
The Board acknowledged that they have contracted with a certified and experienced operations firm that should be in charge of all operations activities without outside interference.
Motion: made by Vice-Chair Kaplan to authorize AQW to move forward with the above projects while using the vendors and contractors of their choosing, second by Director Puglia.
Unanimous Approval

Derek Scott was asked about notification of leaks within the system. He said he has not been notified but he will contact Sensus and have the notifications sent to both himself and Jennifer.

5. Discussion and possible action regarding outstanding operation issues, to include:
 - a) The redundancy project
Detailed plans for this project and the spillway have not been received.
 - b) Operations Inventory
This is complete – remove from the agenda
 - c) Payment status to WET
No payments were authorized. Requesting complete breakdown on the redundancy project.
Derek Scott will check with the ADEQ to get what paperwork was submitted to authorize the spillway.
The Board requested a proposal from AQW for a new divisional underground water line and valve installation to separate the community supply of water into two divisions.

6. Discussion and possible action to approve checks written in October, November and December 2024 and January 2025.
Motion: made by Director Breuer to approve the checks, second by Chairperson Baker.
Unanimous Approval

7. Discussion and possible action to approve the meeting minutes of November 13, 2024.
Motion: made by Director Puglia to approve the minutes, second by Vice-Chair Kaplan.
Unanimous Approval

8. Discussion and possible action to transfer funds in OneAZ from the Capital Checking account into a new 3 month CD. The account manager for the CD will be Jennifer Bartos and signers to be Jennifer Bartos, Diana King and one Board Member.
Motion: made by Director Puglia to authorize \$100,000 be moved into a 3-month CD, second Vice-Chair Kaplan.
Unanimous Approval

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.