

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
February 12, 2020, 10:00 a.m. at
The American Ranch – Ranch House, 9500 American Ranch Road, Prescott, Arizona

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, Roy Engehausen, Bill Yates, Brent Mathews and Liz Mahon present.

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

1. Discussion and possible action to elect a Chairperson and Vice-Chair if applicable, for 2020.
Motion: made by Director Mahon to nominate Cynthia Baker for Chair, second by Vice-Chairman Yates.
Unanimous Approval
Motion: made by Director Mahon to nominate Bill Yates for Vice-Chair, second by Chairperson Baker.
Unanimous Approval
2. Discussion regarding the monthly operations report from Bob Hanus of Western Environmental Technologies regarding the operation and maintenance of the water and sewer facilities and status of projects.
Bob said things are running well at the plant. He said the AGM contract has expired and so he contacted Pep Boys for annual service which would save the District money and possibly increase service. Bob was asked if he could provide the services through his current company. He said that may be possible but will provide the Board with more information at the next meeting.
3. Discussion and possible action regarding the status of the remote meter project;
Bob said the interface is up and running.
 - a) Direction to staff for contacting property owners with leaks and those that have not responded to the leak detection contact request letter;
The District will notify the customers when a 20 gallon per minute leak is detected. Jennifer said she sent letters to all of the water customers but only about 25 have responded. She was asked to send Tiffany Taylor the list of customers that did not respond to the leak detection letter.
 - b) Define the point where the District's responsibility ends.
The District's responsibility will end at the far side of the backflow preventer. Jennifer will include this policy as an Ordinance Amendment.
4. Discussion and possible action regarding American Ranch HOA's billing issue, with the water leak at the front gates last fall.
Director Mahon said last year the HOA did have a leak at the front gate. She said the credit should \$4,180, less the previous credit.
Motion: made by Director Mahon to approve a credit to the HOA for the above average water usage for September and October 2019, based on 5 years usage, minus the credit that was given, second by Director Mathews.
Unanimous Approval

5. Discussion and possible action to replace the Century Link service.
Director Engehausen investigated options for phone service.
Motion: made by Director Engehausen to have month to month cable service from Sparklight with data only, rent the modem with a static IP and phone service from AT&T based on the plan on an as-needed basis, second by Vice-Chairman Yates.
Unanimous Approval
6. Discussion and possible action to approve the Call of Election for three positions on the Board of Directors at the November 3, 2020 election.
Motion: made by Director Mahon to approve the Call of Election, second by Chairperson Baker.
Unanimous Approval
7. Discussion regarding the District's financial reports and budget planning.
The Board requested a modified financial report that displays the accounts in different order than the QuickBooks report. Chairman Baker presented Jennifer with a proposed arrangement for the report.
Future meetings for the budget process were proposed. The regular Board meeting is May 13, 2020.
Tentative dates for adopting the tentative budget were set as May 27 and the budget hearing as June 18th at 5:30
8. Discussion and possible action to approve meeting minutes of November 13, 2019.
Motion: made by Vice-Chair Yates to approve the meeting minutes, second by Director Mahon.
Unanimous Approval
9. Discussion and possible action to approve checks written November and December 2019 and January 2020.
Chairperson Baker requested that no additional payments be made to Sensus until Bob Hanus is satisfied the system is functioning properly which may be 30 days from the February water meter read date.
Motion: made by Vice-Chair Yates to approve the checks written, second by Director Mahon.
Unanimous Approval
10. Discussion regarding presentations at the annual HOA meeting.
The meeting will be at 6:00 pm on February 27th. Jennifer Bartos and Bob Hanus were asked to give a presentation regarding the budget, rates and fees, the upcoming election, the new metering system and contact for leak detection.

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.

Gerry Breuer commented that he didn't know what to do when the power went out.

Gerry Breuer said the ARDWID sent out a letter regarding proper disposal in the sewer system. He asked if there been improvement. Bob Hanus responded that the occurrence of improper discharge is rare, so no noticeable improvement has been found.

Gerry Breuer said the District sends information out with his first and last name on the letter. He said that isn't proper and has never seen a company do that. Jennifer Bartos responded that property owner's names are public information and can be found on the Yavapai County website. However, she said she will remove his first name for future communications.

Gerry Breuer said there is paperwork to be filed for the upcoming election. Jennifer gave a brief summary of the assistance she can provide with the candidate packets and delivery to the elections department. Mr. Breuer said no one has to go through Jennifer, they can do it on their own. Jennifer said that is true, it was just a courtesy that I.D.S. will provide.