

Meeting Minutes  
 Board of Directors of  
 The High Valley Ranch Domestic Wastewater Improvement District  
 May 29, 2019 – 11:00 a.m. at  
 Improvement District Services, Inc., 3603 Crossings Drive, Prescott, Arizona 86305

*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: Brad Fain present. Betty Higgins and Gary Kelley present telephonically.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services.

1. Discussion and possible action to adopt the Fiscal Year 19/20 tentative budget, tax, rates and fees, and if applicable, set the hearing date and time.  
 Motion: made by Director Fain to adopt as amended and set the hearing date as June 20 at 11:00 a.m., second by Director Kelly.  
 Unanimous Approval
2. Discussion and possible action to approve the meeting minutes of May 14 and June 18, 2018.  
 Motion: made by Director Fain to approve the minutes, second by Director Kelly.  
 Unanimous Approval
3. Discussion and possible action to approve checks written between May 2018 and April 2019.  
 Motion: made by Director Kelley to approve the checks, second by Director Higgins.  
 Unanimous Approval
4. Discussion and possible action regarding the administrative services contract due to expire June 30, 2019.  
 Jennifer will prepare a contract for the next meeting.

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.

**High Valley Ranch Domestic Wastewater Improvement District**  
**Fiscal Year 2019/2020 Tentative Budget**

Approved 5/29/19

Exhibit A

<b><u>EXPENSE</u></b>	<b><u>FY</u></b>	<b><u>5/20/19</u></b>	<b><u>12</u></b>	<b><u>FY</u></b>
<b><u>Operations and Maintenance</u></b>	<b><u>18/19</u></b>	<b><u>Actual</u></b>	<b><u>month</u></b>	<b><u>19/20</u></b>
	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>Estimate</u></b>	<b><u>Budget</u></b>
Administrative Services	\$6,816	\$5,680	\$6,816	\$7,200
Additional Admin Services	0	0	0	0
Activation Fee	105	635	635	450
Attorney Services	150	0	0	150
Bank Charges	25	0	0	25
Collections	400	560	645	650
County - Elections	1,100	96	96	0
Emergency Maintenance	2,000	0	2,000	2,000

General Maintenance & Repair	1,000	0	500	1,000
Insurance	2,200	0	2,500	2,750
Office Supplies	75	86	86	75
Operations Services	4,896	3,849	4,896	5,043
Flush Assembly Lots #17&18	5,200	6,000	6,000	0
Flushing Lines	2,500	2,800	2,800	3,000
Publishing	200	0	200	200
Contingency	2,667	0	0	2,254
Capital Repairs Reserve	25,000	0	0	25,701
<b>Total O&amp;M Expense</b>	\$54,334	\$19,706	\$27,174	\$50,498

**Capital Expense**

City Buy-in Fees	\$20,000	\$0	\$0	\$20,000
Contingency	0	0	0	0
<b>Total Capital Expense</b>	\$20,000	\$0	\$0	\$20,000

<b>Total Expense</b>	\$74,334	\$19,706	\$27,174	\$70,498
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<b>REVENUE</b>	FY 18/19 Budget	5/20/2019 Actual	12 month Estimate	FY 19/20 Budget
<b>Operations and Maintenance</b>				
User Fees	\$4,672	\$4,904	\$4,904	\$4,964
Hookup Fees	0	0	0	0
Activation Fee	35	635	635	450
Collections	500	255	255	650
Interest	100	369	369	370
Availability Fee	0	0	0	0
Ad Valorem Tax	18,500	17,852	17,852	21,500
<b>Total O&amp;M Revenue</b>	\$23,807	\$24,015	\$24,015	\$27,934

**Capital**

City Buy-In Fee	\$20,000	\$0	\$0	\$20,000
Miscellaneous Capital Income	0	0	0	0
<b>Total Capital Revenue</b>	\$20,000	\$0	\$0	\$20,000

<b>Total Revenue</b>	\$43,748	\$24,015	\$24,015	\$47,934
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