Meeting Minutes
Board of Directors of
The High Valley Ranch Domestic Wastewater Improvement District
June 3, 2025 at 9:30 a.m.
3603 Crossings Drive, 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: Gary Kelley, Ric Nargie and Jacquie McClish present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services, Inc. (I.D.S.); Bob Hanus, Western Environmental Technologies. Diana King, District Administrator, Improvement District Services, Inc. joined the meeting during agenda item #4.

1. Discussion and possible action to nominate the Chairman and Vice-Chair for the upcoming year.
   Vice-Chair McClish nominated Gary Kelley for Chairman, second by Director Nargie.
   Unanimous Approval
   Vice-Chair McClish will remain as Vice-Chair.

2. Discussion and possible action regarding field operations issues, presented by Bob Hanus, Western Environmental Technologies.
   Bob Hanus told the Board that the annual mainline flushing has been completed.
   Bob said that parcel 100-25-030 has placed a rock wall on top of the District's valves. Bob will send Jennifer the details so she can write this property owner a letter to inform them that a new isolation valve and check valve must be installed on the District's line prior to where the wall was laid. Bob will need to inspect this installation prior to covering.
   It was discovered that two parcels, 100-25-042 and 100-25-030 were connected to the sewer system without notification to the I.D.S. office. Bob Hanus said 100-25-042 was connected in late July 2024. Jennifer noted that 100-25-042 has not paid the hook up and permit fees and that she was not notified by the County that building permits were issued on these properties. Jennifer will contact Jeremy Dye, Yavapai County Development Services Director, to place these projects on the permit portal and to notify County staff that the District must sign off on permits and finals prior to issuance. Bob Hanus was reminded and instructed to not allow properties to connect without authorization issued by the I.D.S. office. Jennifer will hold approvals for the final Certificate of Occupancy until both accounts are brought current.

3. Discussion and possible action to review the Fiscal Year 2025/2026Budget, Rates & Fees and ad valorem tax, and if applicable set the hearing date and time.
   The budget, rates, fees and secondary property tax were reviewed.
   Motion: made by Vice-Chair McClish to adopt the budget, rates, fees and secondary property tax and set the hearing date and time as June 27, 2025 at 9:30 a.m. via Zoom video conference, second by Director Nargie.
   Unanimous Approval

4. Discussion and possible action to approve the checks written from May 2024 through April 2025.
   Diana King as asked to explain some of the transactions contained in the report.
   Motion: made by Chairman Kelley to approve the checks, second by Vice-Chair McClish.
   Unanimous Approval

5. Discussion and possible action to approve meeting minutes of May 24 and June 18, 2024.
   Motion: made by Vice-Chair McClish to approve the minutes, second by Director Nargie.
   Unanimous Approval

6. Discussion and possible action regarding administrative issues, including customer accounts activity.
   The customer accounts were reviewed. No action taken.

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 2025/2026 Tentative Budget

Exhibit A

	EXPENSE	FY 24/25	5/28/25	12 month	FY 25/26
	Operations and Maintenance	Budget	Actual	Estimate	Budget
1	Administrative Services	$8,752	$7,300	$8,760	$9,198
2	Additional Admin Services	150	0	0	150
3	Activation Fee	450	150	300	300
4	Permits	75	0	150	150
5	Attorney Services	250	0	0	250
6	Bank Charges	60	61	71	75
7	Collections	800	157	200	350
8	County - Elections	6,000	0	0	0
9	Emergency Maintenance	2,000	1,450	1,450	2,000
10	General Maintenance & Repair	1,000	0	0	1,000
11	Insurance	3,800	4,046	4,046	4,200
12	Office Supplies	0	0	0	150
13	Operations Services	6,660	5,490	6,660	7,000
14	Flushing Lines	4,000	0	4,000	4,200
15	Publishing	750	0	350	350
16	Line Locating	300	0	0	300
17	Contingency	3,000	0	0	1,348
18	Capital Repairs Reserve	55,186	0	0	83,660
19	**Total O&M Expense**	$93,233	$18,654	$25,987	$114,681
	Capital Expense				
20	City Buy-in Fees	$0	$0	$0	$0
21	Contingency	0	0	0	0
22	**Total Capital Expense**	$0	$0	$0	$0
23	**Total Expense**	$93,233	$18,654	$25,987	$114,681

	REVENUE	FY 24/25	5/28/2025	12 month	FY 25/26
	Operations and Maintenance	Budget	Actual	Estimate	Budget
24	User Fees	$8,016	$8,253	$8,253	$8,760
25	Hookup Fees	0	3,200	4,800	0
26	Permit Fee	0	700	700	0
27	Activation Fee	450	150	300	300
28	Collections	800	153	200	350
29	Interest	500	2,782	2,800	2,800
30	Miscellaneous Income	0	0	0	0
31	Ad Valorem Tax	27,090	24,070	27,090	27,090
32	**Total O&M Revenue**	$36,856	$39,308	$44,143	$39,300
	Capital				
33	City Buy-In Fee	$0	$0	$0	$0
34	Miscellaneous Capital Income	0	0	0	0
35	**Total Capital Revenue**	$0	$0	$0	$0
36	**Total Revenue**	$36,856	$39,308	$44,143	$39,300

	Fund Balance

Balance as of May , 2025	$77,879
Estimated Expense 24/25	-7,333
Subtotal	70,546
Anticipated Revenue 24/25	4,835
Estimated Ending Balance 24/25	$75,381
Est. Beginning Balance 25/26	$75,381
Estimated Revenue 25/26	39,300
Estimated Expense 25/26	114,681
Estimated Ending balance 25/26	$0

County	$75,114
OneAZ	$2,765
	$77,879