

Meeting Minutes
Board of Directors of
The High Valley Ranch Domestic Wastewater Improvement District
May 24, 2024 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.; Bob Hanus, Western Environmental Technologies.

1. Discussion and possible action to nominate the Chairman and Vice-Chair for the upcoming year.
Motion: made by Director Nargie to nominate Gary Kelley for Chair, second by Director McClish.
Unanimous Approval
Motion: made by Director Nargie to nominate Jacquie McClish for Vice-Chair, second by Chairman Kelley.
Unanimous Approval
2. Discussion and possible action to review the Fiscal Year 2024/2025 Budget, Rates & Fees and ad valorem tax, and if applicable set the hearing date and time.
It was discussed to raise the secondary property tax 5% to \$27,090 and create a permit fee of \$350.
Motion: made by Vice-Chair McClish to approve the budget, rates and tax as discussed and set the hearing date and time as June 18 at 9:00 am via Zoom video conference, second by Director Nargie.
Unanimous Approval
3. Discussion and possible action to approve the checks written from October 2023 thru April 2024.
Motion: made by Vice-Chair McClish to approve the checks, second by Chairman Kelley.
Unanimous Approval
4. Discussion and possible action to approve meeting minutes of November 7, 2023.
Motion: made by Vice-Chair McClish to approve the minutes, second by Chairman Kelley.
Unanimous Approval
5. Discussion and possible action regarding administrative services contract with Improvement District Services, Inc.
Motion: made by Vice-Chair McClish to approve the contract with Improvement District Service, Inc., second by Chairman Kelley.
Unanimous Approval
6. Action to approve the Call of Election for three positions on the Board of Directors.
Motion: made by Chairman Kelley to approve the Call of Election, second by Vice-Chair McClish.
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.

Fiscal Year 2024/2025 Tentative Budget

Exhibit A

<u>EXPENSE</u>	<u>FY</u> <u>23/24</u>	<u>5/1/24</u>	<u>12</u> <u>month</u>	<u>FY</u> <u>24/25</u>
<u>Operations and Maintenance</u>	<u>Budget</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
Administrative Services	\$8,000	\$6,946	\$8,335	\$8,752
Additional Admin Services	150	65	65	150
Activation Fee	450	600	600	450
Permits	75	0	0	75
Attorney Services	250	400	400	250
Bank Charges	75	40	55	60
City Buy-in Fees	0	0	0	0
Collections	1,000	408	600	800
County - Elections	0	0	0	6,000
Emergency Maintenance	2,000	150	150	2,000
General Maintenance & Repair	1,000	0	0	1,000
Insurance	3,500	0	3,500	3,800
Office Supplies	0	0	0	0
Operations Services	6,300	5,000	6,000	6,660
Flushing Lines	3,850	0	3,850	4,000
Publishing	300	319	665	750
Line Locating	300	0	0	300
Contingency	2,745	0	0	3,000
Capital Repairs Reserve	<u>47,987</u>	<u>0</u>	<u>0</u>	<u>55,186</u>
Total O&M Expense	\$77,982	\$13,928	\$24,220	\$93,233
<u>Capital Expense</u>				
City Buy-in Fees	\$0	\$0	\$0	\$0
Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Expense	\$0	\$0	\$0	\$0
Total Expense	\$77,982	\$13,928	\$24,220	\$93,233

<u>REVENUE</u>	<u>FY</u> <u>23/24</u>	<u>5/1/2024</u>	<u>12</u> <u>month</u>	<u>FY</u> <u>24/25</u>
<u>Operations and Maintenance</u>	<u>Budget</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
User Fees	\$8,410	\$7,271	\$7,578	\$8,016
Hookup Fees	0	0	0	0
Permit Fee	0	0	0	0
Activation Fee	450	600	600	450
Collections	1,190	441	600	800
Interest	350	1,578	1,600	500
Availability Fee	0	0	0	0
City Buy-in Fee	0	0	0	0
Miscellaneous Income	0	0	0	0
Ad Valorem Tax	<u>25,800</u>	<u>24,345</u>	<u>24,345</u>	<u>27,090</u>
Total O&M Revenue	\$36,200	\$34,235	\$34,723	\$36,856
<u>Capital</u>				
City Buy-In Fee	\$0	\$0	\$0	\$0
Miscellaneous Capital Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Revenue	\$0	\$0	\$0	\$0
Total Revenue	\$36,200	\$34,235	\$34,723	\$36,856

Fund Balance

Balance as of May 1, 2024	\$66,181
Estimated Expense 23/24	<u>-10,292</u>

Subtotal	55,889
Anticipated Revenue 23/24	<u>488</u>
Estimated Ending Balance 23/24	\$56,377
Est. Beginning Balance 24/25	\$56,377
Estimated Revenue 24/25	36,856
Estimated Expense 24/25	<u>93,233</u>
Estimated Ending balance 24/25	\$0