

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
May 12, 2021 - 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.

Topic: American Ranch DWID
Time: May 12, 2021 10:00 AM Arizona

Call to Order- Cynthia Baker, Gerry Breuer, Roy Engehausen, Mark Kaplan and Liz Mahon preset.

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

1. Discussion and possible action regarding the Fiscal Year 21/22 Budget, Rates and Fees and if applicable, set the hearing date and time.
Motion: made by Director Engehausen to increase fees – motion failed for lack of a second
Motion: made by Director Mahon to approve the budget, rates and fees and set the hearing date as June 16, 2021 at 5:30 pm, second by Vice-Chair Kaplan.
4 votes yes, Breuer abstained
2. Discussion and possible action regarding Ordinance amendments and if applicable, set the hearing date and time.
Motion: made by Director Engehausen to approve the amendments with the suggested changes, second by Director Mahon.
Unanimous Approval
3. Discussion and possible action regarding the wastewater treatment plant redundancy.
Bob Hanus provided the Board with a proposal/estimate for the redundancy design in the amount of \$25,000.
Motion: made by Director Kaplan to approve the proposed service contract with Wester Environmental Technologies, second by Director Engehausen.
Unanimous Approval
4. Discussion and possible action to approve meeting minutes of April 6, 2021.
Motion: made by Director Mahon to approve the meeting minutes, second by Director Breuer.
Unanimous Approval
5. Discussion and possible action to approve checks written February through April, 2021.
Motion: made by Director Mahon to approve the checks written February through April, second by Director Engehausen.
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.

American Ranch Domestic Water Improvement District **Fiscal Year 2021-2022 Tentative Budget**

Exhibit A

EXPENSE	FY 20/21 Budget	3/31/2021 Actual	12 Month Estimate	FY 21/22 Budget
O&M Expense				
Administrative Expense				
ADEQ Registration	\$3,500	\$1,253	\$2,506	\$2,506
Administrative Services				
Activation Fees	1,500	8,400	10,080	1,000
Additional Admin Services	100	98	98	100
District Admin Contract	42,721	35,601	42,721	42,721
Reimbursed Admin Svcs	3,300	4,805	5,766	4,800
Annual CCR - Water Quality Report	978	0	978	1,000
Attorney Services	400	0	0	400
Bank Charges	450	65	87	80
Elections/County Reimbursement	4,800	0	0	0
Insurance	12,600	12,948	12,948	13,000
Office Supplies	200	216	288	250
On-line Payment Processing	100	411	617	700
Postage	300	0	300	300
Professional Services - CPA	0	0	0	0
Publishing - Newspaper	300	0	1,100	300
Operating Expense				
Alarm System Monitoring	965	563	965	965
Artificial Rocks for Backflow	0	0	0	500
Backflow Testing Program	6,000	0	6,000	6,000
Chemicals	4,900	2,028	2,704	4,900
Electricity	24,000	16,220	21,627	25,000
Emergency Services	5,000	473	631	5,000
Exercise Valves	3,938	0	3,938	4,000
Freeze Protection	450	0	450	450
Generator Repair & Maintenance	3,400	1,114	3,400	3,400
Hauling & Disposal	16,500	7,200	16,500	16,500
Lab Analysis	7,900	5,894	7,859	7,000
Lab Equipment	1,500	1,088	1,451	1,700
Operating Equip & Supplies	15,000	4,725	6,300	15,000
Operator Services				
District Operator Contract	79,807	59,855	79,807	82,201
Operator Overtime	1,400	1,440	1,920	400
Remote Meters Annual Service	18,000	0	18,000	18,000
Sewer Line Flushing	3,120	0	0	3,500
Telephone & Internet	2,500	944	1,259	1,250
UV Bulbs - Sewer	500	0	500	500
Water Line Flushing	1,400	0	1,400	1,400
Water Truck	1,000	3,856	3,856	4,000
Sales Tax	2,000	0	1,996	2,500
Contingency (10% of 6-38)	<u>21,941</u>	<u>755</u>	<u>1,007</u>	<u>22,020</u>
<i>Subtotal</i>	<i>\$292,470</i>	<i>\$169,952</i>	<i>\$259,056</i>	<i>\$293,343</i>
Transfer	<u>110,747</u>	<u>110,747</u>	<u>110,747</u>	<u>64,064</u>
Total O&M Expense	\$403,217	\$280,699	\$369,803	\$357,407

CAPITAL Expense	FY 20/21 Budget	3/31/2021 Actual	12 Month Estimate	FY 21/22 Budget
Capital Reserve Fund	\$95,342	\$0	\$0	\$74,479

Meter & Backflow Installation	4,500	20,280	20,280	18,000
Replace Artificial Rocks & Freeze	0	0	0	950
WWTP Redundancy Design	0	0	0	25,000
Capital Contingency	0	0	0	0
Total Capital Expense	\$99,842	\$20,280	\$20,280	\$118,429

TOTAL EXPENSE BUDGET	\$410,347	\$300,979	\$390,083	\$475,836
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REVENUE	FY 20/21 Budget	3/31/2021 Actual	12 Month Estimate	FY 21/22 Budget
O&M Revenue				
Activation/Transfer Fee	\$1,500	\$7,927	9,512	\$1,000
Ad Valorem Tax	0	0	0	0
Collections	1,500	3,909	4,691	4,800
Interest	500	531	637	500
Reuse Income	1,500	1,323	1,764	1,750
User Fees - Unconnected	70,620	68,383	73,993	67,320
User Fees - Commercial - Sewer	45,000	37,508	45,010	45,000
User Fees - Commercial - Water Flat	18,480	17,516	21,019	18,480
User Fees - Commercial Water Usage	10,000	12,540	15,048	15,000
Residential Base Fee Water & Sewer	116,160	101,499	122,145	123,876
User Fees - Residential - Water Usage	8,000	14,623	17,548	15,000
Sales Tax - Water	2,000	1,663	1,996	2,000
Subtotal	275,260	267,422	313,362	294,726
Permit Fees	500	1,000	1,000	1,000
Miscellaneous O&M Income	0	5,735	5,735	0
Total O&M Revenue	\$275,760	\$274,157	\$320,097	\$295,726

CAPITAL Revenue	FY 20/21 Budget	3/31/2021 Actual	12 Month Estimate	FY 21/22 Budget
Hook up Fee	\$7,000	\$14,000	\$14,000	\$7,000
Interest	10	400	600	400
Total Capital Revenue	\$7,010	\$14,400	\$14,600	\$7,400

TOTAL REVENUE BUDGET	\$282,770	\$288,557	\$334,697	\$303,126
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