

Meeting Minutes
Board of Directors of the Stringfield Ranch Domestic Water Improvement District
March 24, 2023 – 8:30 a.m.
Zoom Video Conference

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 Chairperson, 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, Clerk of the Board of Directors, for the Stringfield Ranch Domestic Water Improvement District, 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 or inquiries should be submitted in writing to: Improvement District Services, Inc., 3603 Crossings Drive Prescott, AZ 86305. Pursuant to A.R.S. - 38-431.03, the Board of Directors may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Board of Directors may resume the meeting, open to the public, to address the remaining items on the agenda.

Join Zoom Meeting

<https://us02web.zoom.us/j/88291590131>

Meeting ID: 882 9159 0131

One tap mobile

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Call to Order – Jeff Davis and Jeff Raymond present. Irene Stringfield absent with health issue. Jeff Davis conducted the meeting in Irene Stringfield's absence.

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

1. Discussion and possible action to review and approve the Fiscal Year 22/23 and 23/24 Tentative Budgets and if applicable, set the hearing date and time.
It was discussed that the Fiscal Year 23/24 Budget will be considered at a future meeting. Jennifer Bartos noted that Yavapai County has requested that the new budgets be submitted to them by June 13, 2023. It was recognized that the District has not conducted financial business since its creation, therefore, the FY 22/23 Budget is the first budget adopted by the Board.
Director Davis said he does not think there will be any WIFA loan disbursements or sewer line construction prior to June 30, 2023. Therefore, modifications to the draft FY 22/23 draft budget are as follows: remove the audit expense, increase attorney fees to \$2,500, add Engineering \$30,000, remove all Loan Disbursement and Sewer Line Construction from this fiscal year, these changes will also modify the contribution revenue line.
Motion: made by Director Raymond to approve the Fiscal Year 22/23 Budget as amended and set the hearing date and time as May 2, 2023, 9:00 a.m. via Zoom video conference, second by Director Davis.
Unanimous Approval
2. Discussion and possible action to review and approve the Fiscal Year 22/23 and 23/24 Proposed Rates and Fees and if applicable, set the hearing date and time.
It was discussed that the Fiscal Year 23/24 Rates and Fees will be considered at a future meeting. The Fiscal Year 22/23 Rates and Fees were reviewed.
Motion: made by Director Raymond to approve the Fiscal Year 22/23 Rates and Fees and set the hearing date and time as May 2, 2023, 9:00 a.m. via Zoom and in conjunction with the Budget Hearing, second by Director Davis.
Unanimous Approval
3. Discussion and possible action to review and approve the District Ordinance 2022-1 and if applicable, set the hearing date and time.
Correction to the typographical error in item #3, it should have read District Ordinance 2023-1. Jennifer told the Board that she must publish the Ordinance in its entirety prior to the hearing.
Motion: made by Director Raymond to approve Ordinance 2023-1 and set the hearing date and time as May 2, 2023, at 9:00 a.m. via Zoom, second by Director Davis.

Unanimous Approval

4. Discussion and possible action to approve the contract renewal for District Administrative Services with Improvement District Services.
Jennifer told the Board that there will be limited I.D.S. time involved until the assessment process and loan approval/disbursement begin. Therefore, she is recommending a renewal of the hourly contract. Once the District and the project becomes active, there will be two separate accounts set up for each parcel, one for sewer connection in a utility billing program and a separate account for assessments in the assessment program. Jennifer also said the she/I.D.S. have not charged any hours to the District to date.
Motion: made by Director Raymond to approve the contract renewal and amendment with I.D.S., second by Director Davis.
Unanimous Approval
5. Discussion and possible action to consider engaging Sunrise Engineering for sewer construction administration and assessment assistance.
Director Davis said he has had discussions with Dave Dirren of Sunrise Engineering and has interviewed him regarding his extensive experience with WIFA loans and the assessment process. Jennifer Bartos and I.D.S. have worked successfully with Sunrise Engineering on WIFA loans for other Districts. Director Davis said he will present a Sunrise Engineering proposal to the Board at the next meeting.
6. Discussion and possible action to approve a contract with Western Environmental Technologies for wastewater services.
Bob Hanus told the Board that his hourly rate will apply until the sewer system is completed and active, at that time the \$500 monthly rate will apply.
Motion: made by Director Raymond to approve the proposal with Western Environmental Technologies, second by Director Davis.
Unanimous Approval
7. Discussion and possible action to approve opening a District bank account with OneAZ Credit Union, under the Arizona Pooled Collateral, in an amount to be determined by the Board, with the account manager and signers determined by the Board.
Diana King told the Board that eventually the District will need four bank accounts – a regular checking account for operating expenses, an account to hold any necessary reserves required by WIFA, an account for receiving assessment payments and making WIFA loan payments, and a capital fund account that will hold the capacity fees for future capital improvements. At this time, it will be necessary to open one account for operating expenses. Once the WIFA Loan is approved and assessments are placed, it will be necessary to set up the WIFA Reserve and Assessment accounts.
Motion: made by Director Raymond to authorize I.D.S. to set up the necessary accounts with Jennifer Bartos, District Clerk, being the accounts manager, account signers will be Jennifer Bartos, Diana King, Jeff Davis and Jeff Raymond, second by Director Davis.
Unanimous Approval
8. Discussion and possible action to approve the meeting minutes of November 17, 2022.
Motion: made by Director Raymond to approve the meeting minutes, second by Director Davis.
Unanimous Approval
9. Discussion and possible action regarding the status of the application for a WIFA and if applicable, approve the modification of the Statute quoted in Resolution 2022-1.
Jennifer explained that a similar statute was quoted in the original Resolution, but that WIFA requested a different statute be quoted.
Motion: made by Director Raymond to approve the modification of Resolution 2022-1, second by Director Davis.
Unanimous Approval
Jennifer was asked to send the new Resolution to WIFA.
10. Discussion and possible action regarding administrative issues.
No discussion and no action.

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 2022/2023 Tentative Budget

Adopted 3/24/2023

Exhibit A

EXPENSE

FY 22/23

Operations and Maintenance

Budget

Administrative Services	\$5,100
Set up of 75 accounts x2	2,550
Activation Fee	0
Permits	0
Audit	0
Attorney Services	2,500
Bank Charges	100
WIFA Loan Reserve Account	350,000
WIFA Loan Payment	0
County - Elections	0
Emergency Maintenance	0
Engineering Fees	30,000
General Maintenance & Repair	0
Insurance	3,100
Office Supplies	0
Operations Services	1,000
Flushing Lines	0
Publishing	600
Line Locating	0
Contingency	0
Capital Repairs Reserve	0
Total O&M Expense	\$394,950
<u>Capital Expense</u>	
Sewer Line Construction	\$0
Contingency	0
Total Capital Expense	\$0
Total Expense	\$394,950

REVENUE

FY 22/23

Operations and Maintenance

Budget

User Fees	\$0
Hookup Fees	0
Activation Fees	0
Collections	0
Interest	0
Permit Fees	0
Developer Contribution	394,950
Assessment Payments	0
Miscellaneous Income	0
Assessment Payments	0
Total O&M Revenue	\$394,950
<u>Capital</u>	
WIFA Loan Disbursement	\$0
Capacity Fees	0
Total Capital Revenue	\$0
Total Revenue	\$394,950