

## Meeting Minutes

Board of Directors of the American Ranch Domestic Water Improvement District  
February 13, 2013 - 9:00 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., 117 E. Gurley Street, Suite 206, Prescott, AZ 86301.*

Call to Order – Jeff Hamilton, Bill Yates, Bill Greenwald and Jim Lucia present.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk/Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Bob Hanus, Western Environmental Technologies; Larry Schroer, American Ranch resident.

1. Discussion and possible action regarding the open position on the Board of Directors.  
Larry Schroer said he now has time to give his attention to the Board.  
Motion: made by Director Yates to nominate Larry Schroer to the open position on the Board, second by Director Greenwald.  
Unanimous Approval
2. Director Yates and Director Greenwald take their Oaths of Office.  
Motion: made by Director Lucia to recognize Bill Yates and Bill Greenwald as returning Board Members, second by Director Schroer.  
Unanimous Approval  
  
Oaths of Office were signed.
3. Discussion and possible action regarding the monthly operation reports from Bob Hanus of Western Environmental Technologies for the operation and maintenance of the water and sewer facilities and status of projects to include:
  - a) Water leak at 4340 W. Fort Bridger Road;
  - b) Installation of an access road to the well head;  
Bob said the pump went out in the well and they had trouble getting a drill rig in because of the bad weather. He said they hauled in 15 tons of 6" rock to build a base. Bob said he got some quotes on drilling a second well for redundancy. He asked if the Board thought there was a need for full redundancy, a well pumping 300 gallons per minute, or an emergency well that would only pump 50 gallons per minute. Bob will look into the cost and possibility of drilling a new redundancy well. This item will continue to be discussed at future meetings, but in the meantime Bob was instructed to purchase a backup pump.  
Motion: made by Director Lucia to authorize Bob to purchase a new 7.5 HP backup pump, second by Director Yates.  
Unanimous Approval
  - c) Increase sewer line flushing of cult-a-sacs with active services, to once every 6 months (example Covered Bridge);  
Bob showed the Board a map showing the connections at a cult-a-sac. He said that due to the position of the flushing port, is not going to help clean the service line.
  - d) Redundancy at the well and possible purchase of a pump and motor.
4. Discussion and possible action regarding administrative issues to include:

- a) Current status of new legislation;  
Karen told the Board that the legislation is still moving along, however, the 1<sup>st</sup> lien position language was struck from the bill.
  - b) Contribution from the American Ranch Homeowners Association;  
Director Yates said it is very nice that the HOA is putting money aside to supplement the District's reserves but what will the guidelines be. Director Schroer said that is something that will need to be worked out with the HOA.
  - c) Review current budget comparison report;  
The budget comparison report was reviewed.
  - d) Review delinquent accounts;  
Delinquent un-connected accounts were reviewed. Karen told the Board there is only one account that is past due on their monthly water and sewer bill.
  - e) Approve meeting minutes of November 8, 2012;  
Motion: made by Director Yates to approve the meeting minutes of November 8, 2012, second by Director Lucia  
Unanimous Approval
  - f) Approve warrants written since November, 2012.  
Motion: made by Director Yates to approve the warrants from November 2012 through January 2013, second by Director Schroer.  
Unanimous Approval
5. Discussion and possible action on renewal of the administrative services contract with Improvement District Services, Inc. due to expire in June, 2013.  
The Board feels the service has been good and they are not interested in bidding this contract, but they would like to negotiate the annual increases. I.D.S. agreed to make the annual increase 1 ½, 2, 3 & 3% of the lump sum.  
Motion: made by Director Lucia to renew the contract with Improvement District Services, Inc. for a 4-year period with increases to the lump sum price as 1 ½% increase after year one, 2% for the second year, and 3% increases in the third and fourth year, second by Director Greenwald.  
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.

No public present