

Meeting Minutes

Board of Directors of the Red Rock Road Enhancement Maintenance District
March 19, 2013 – 2:00 p.m. at
Village Of Oak Creek Community Center, 690 Bell Rock Boulevard, Sedona, 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., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301.

Call to Order – Dave Norton, Richard Sidy, Steve Fiedler, Mark Mumaw and Joanne Johnson present.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, Improvement District Services, Inc., Dave Grondin of Green Earth

1. Discussion and possible action to contract with a firm to maintain lighting and perform miscellaneous tasks.

Motion: made by Director Sidy to hire Environmental Biomass to be the field response person on an as-need basis, the contract will run until June 30, 2014, second by Vice-Chairman Mumaw.

Unanimous Approval

2. Discussion and possible action regarding the landscape contract and duties as assigned. Chairman Norton said for the record he uses Green Earth as a landscaper for his clients. He asked Dave Grondin how the work is going and how is the contract working for him as in relation to his duties. Dave said they are into their second year with the contract. He said they did some plant replacements last year; the contract comes up for renewal in July. Dave said they have been experiencing some breaks in the mainline due to freezing. Chairman Norton asked what he is doing to prevent breaks in the future. Dave said there isn't anything they can do except drain the lines unless they do some major changes in the system. Vice-Chairman Mumaw asked Dave for an overview of tasks included in his contract. Dave responded with the maintenance of plant material, pruning, and weeding; making sure the irrigation system is working properly, and repair and replace minor products. He said they only program the time clocks for the pedestrian lights, which are now set from 6:00 p.m. to 10:00 p.m.; salting sidewalks, clean up and trash removal twice weekly. Dave said that no plant replacement is included in the contract. He said that over the last year he has not charged the District for plant replacement. Director Fiedler asked about weed spraying. Dave said they are weed spraying every day when on site – spot spraying only, no blanket spraying. Director Sidy said the person spraying today was not wearing any protective gear. He read the manufacturers instruction that said the worker and public should be protected. He said in the special provisions it states that the District is supposed to be notified 48 hours in advance of spraying. Dave said they will be spraying Tuesdays and Thursdays and this is official notification to the District. He said that his employees put up signs, they have rubber gloves and masks for their employees. Dave said they only spot spray and don't spray on a windy day. Chairman Norton said with the contract renewal coming up, are you interesting in renewing and are there areas of the contract that need modified. Director Fiedler said they will also need information from you on what might be needed. Jennifer asked Dave for the budget figures by 2nd week in April. Director Fiedler confirmed they have a set of as-built drawings. Vice-Chairman Mumaw confirmed that Dave is happy with the contract – he said

yes, they like working on the project. Dave said there is major damage to the sidewalk near Tequa. It was suggested that a new contract include plant replacement.

3. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items. Jennifer to bring a budget and a new landscape contract back next month.
No action taken

Chairman Norton asked to have the items remove items from consent agenda

4. Consent Agenda:
 - a) Approve meeting minutes of February 19, 2013.
Page 1, Item #2 – "All" American Road committee
Steve's last name Fielder – fix Fielder
Chairman Norton asked for a header on each page of minutes.
Jennifer was asked to send final minutes to the Board Members.
Motion: made by Vice-Chairman Mumaw to approve the minutes as amended, second by Director Johnson
Unanimous Approval
 - b) Approve warrants written in February 2013.
Motion: made by Vice-Chairman Mumaw to approve the warrants, second by Director Fiedler.
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.