

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
November 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 – Larry Schroer, Bill Greenwald and Bill Yates present – Jim Lucia and Jeff Hamilton present telephonically.

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

1. Discussion and possible action regarding the monthly operations report from Bob Hanus of Western Environmental Technologies regarding the operation and maintenance of the water and sewer facilities and status of projects, to include:

Bob said they have been weatherizing the backflow preventers and are installing a 3" pipe into the ground to pull the thermal heat to the backflow cavity. Bob said he will do a few every year.

Bob told the Board that he has been notified of a potential issue for water quality due to the earlier wild fires. He said that it is possible to get phosphates and nitrates into the ground water over time. He said they test for nitrates yearly but phosphates every three years. Bob said it would cost about \$100.00 per test. Bob will test now and will again every six months and will give reports to the Board.

- a) Damaged hydrant due to auto accident

Bob received a couple of estimates, \$151.00 to replace the breakaway valve and \$1,000.00 for a new hydrant. Bob will send a separate invoice for his time and materials and a fine of \$500.00 for vandalizing the system will be charged to the property owner. Bob said the PLC was installed. Director Lucia asked if Bob has come with an overall result of the pressure for the houses with low pressure. Bob said all the pressures were all over 50.

2. Discussion and possible action regarding Board positions and elect a chairman. Chairman Hamilton said he will be moving and can no longer be the chairman. Director Schroer said he would have time to handle the position.

Motion: made by Chairman Hamilton to appoint Larry Schroer as chairman, second Director Lucia.

Unanimous Approval

Director Yates asked what Mr. Hamilton's plans are. Mr. Hamilton plans to resign at the end of this meeting. Director Lucia said he can remain on the Board remotely. Director Yates suggested sending a letter to the qualified voters for the new open position on the Board.

Some issues to be addressed:

- Interim opening due to resignation
- Sole discretion of the board
- Submit in writing qualifications
- Board interview in the open meeting
- Time in remaining for the term

Motion: made by Director Yates pending a written resignation, second by Director Greenwood

Unanimous Approval

3. Discussion and possible action to obtain flood insurance.

It was decided to consult with Bob Hanus on the threat of exposure and possible ways to secure the sites in case of flooding, with berms, barriers and/or retaining walls

4. Discussion and possible action regarding administrative issues to include:
Jennifer confirmed that the meetings next year will be held on the second Wednesday of the second month in each quarter.
 - a) Review delinquent accounts;
Delinquent accounts were reviewed.
 - b) Adjusting fees in 2014;
HOA is doing their budget and if there are intentions of changing the fee schedule, it would be helpful to notify them now. Chairman Schroer suggested charging for gray water. The Board would like to recalculate how the commercial sewer fees are distributed.
 - c) Approve meeting minutes of August 14, 2013;
Motion: made by Director Yates, second by Director Greenwood
Unanimous Approval
 - d) Approve warrants written since August, 2013.
Motion: made by Director Yates to approve the warrants, second by Director Schroer.
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.