

Meeting Minutes
Board of Directors of
The High Valley Ranch Domestic Wastewater Improvement District
May 10, 2016 – 10:00 a.m.
at
Improvement District Services, Inc.
1965 Commerce Center Circle, Suite A, 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., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301.

1. Call to Order – Betty Higgins, Gary Kelley and Brad Fain present. Garey Seigerman absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; Barbara Fox-Thomas, Supervisor Rowle Simmons office; Bill Norton, Rancho Vista property owner; George Lee, High Valley Ranch developer.

2. Discussion and possible action to elect a Chairman and a Vice-Chairman if applicable and accept the resignation of Garey Seigerman from the Board.
Motion: made by Director Fain to nominate Betty Higgins, second by Director Kelley.
Unanimous Approval
Motion: made by Director Fain to nominate Gary Kelley as Vice-Chair, second by Chair Higgins.
Unanimous Approval
Motion: made by Director Kelley to accept Garey Seigerman's resignation, second by Director Fain.
Unanimous Approval
3. Discussion and possible action to approve the Call of Election for three positions on the Board of Directors for the November 2016 Election.
Motion: made by Director Fain to approve the Call of Election, second by Director Kelley.
Unanimous Approval
4. Discussion and possible action regarding a second request by Bill Norton to de-annex parcel #105-25-063 from the District.
Bill Norton said he did not want to pay the \$48.00 in property tax because he is not hooked to the sewer system and never wanted to be part of the District.
Motion: made by Director Fain to allow the de-annexation upon verification of the Board's authority to allow a de-annexation, second by Director Kelley.
Unanimous Approval
5. Discussion and possible action regarding field operations.
No discussion or action.
6. Discussion and possible action to adopt the Fiscal Year 2016/2017 Tentative Budget, Rates and Fees and set the hearing date and time.
Motion: made by Director Fain to adopt the tentative budget and set the hearing date and time as 1:30 p.m. on June 14, 2016, second by Director Kelley.
Unanimous Approval

7. Discussion and possible action regarding the open position on the Board of Directors.
No discussion or action.
8. Discussion and possible action to approve the meeting minutes of June 30, 2015.
Motion: made by Director Fain to approve the meeting minutes, second by Director Kelley.
Unanimous Approval
9. Discussion and possible action to approve warrants written since June 1, 2015.
Motion: made by Director Kelley to approve the warrants, second by Director Fain.
Unanimous Approval
10. For Discussion Only: 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. Two minutes will be allowed for each speaker.

High Valley Ranch Domestic Wastewater Improvement District
Fiscal Year 2016/2017 Tentative Budget

Exhibit A

<u>EXPENSE</u>	<u>FY</u> <u>15/16</u>	<u>4/30/16</u>	<u>12</u> <u>month</u>	<u>FY</u> <u>16/17</u>
<u>Operations and Maintenance</u>	<u>Budget</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
Administrative Services	6,600	5,500	6,600	6,816
Additional Admin Services	0	75	75	0
Activation Fee	35	140	187	35
Attorney Services	150	0	0	150
Bank Charges	25	0	0	25
Collections	150	432	576	150
County - Elections	0	0	0	0
Emergency Maintenance	3,865	5,551	5,551	4,000
General Maintenance & Repair	5,000	0	3,000	3,500
Insurance	2,258	2,125	2,125	2,200
Office Supplies	50	0	0	0
Operations Services	4,544	3,328	4,500	4,632
Flush Assembly Lots #17&18	0	0	0	5,200
Publishing	350	0	300	200
Contingency	2,303	0	0	2,500
Capital Repairs Reserve	5,000	0	5,000	2,500
Total O&M Expense	30,329	17,151	27,914	31,908

Capital Expense

City Buy-in Fees	20,000	3,567	3,567	20,000
Contingency	0	0	0	0
Total Capital Expense	20,000	3,567	3,567	20,000

Total Expense Budget	50,329	20,718	31,481	51,908
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REVENUE	<u>FY</u> <u>15/16</u>	<u>4/30/2016</u>	<u>12</u> <u>month</u>	<u>FY</u> <u>16/17</u>
Operations and Maintenance	<u>Budget</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
User Fees	4,234	4,113	4,672	4,672
Hookup Fees	0	1,500	1,500	0
Activation Fee	35	140	140	35
Collections	0	181	576	175
Interest	20	31	40	40
Availability Fee	0	0	0	0
Ad Valorum Tax	<u>18,791</u>	<u>14,263</u>	<u>18,741</u>	18,826
Total O&M Revenue	23,080	20,228	25,669	23,748

Capital				
City Buy-In Fee	20,000	3,567	3,567	20,000
Miscellaneous Capital Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Capital Revenue	20,000	3,567	3,567	20,000

Total Revenue	43,080	23,795	29,236	43,748
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