

Meeting Minutes  
Board of Directors of  
The High Valley Ranch Domestic Wastewater Improvement District  
May 19, 2017 – 11:00 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.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator

2. Discussion and possible action to elect a Chairman and a Vice-Chairman if applicable.  
Motion: made by Director Fain to nominate Betty Higgins for Chair and Gary Kelley for Vice-Chair, second by Director Kelley.  
Unanimous Approval
3. Discussion and possible action regarding field operations.  
Bob Hanus of Western Environmental Technologies was unable to attend the meeting.  
No discussion and no action
4. Discussion and possible action to adopt the Fiscal Year 2017/2018 Tentative Budget, Rates and Fees and set the hearing date and time.  
It was decided to reduce the ad valorem tax to \$18,500 and to place any money left into the reserve fund.  
Motion: made by Director Fain to adopt the budget as amended and set the hearing date and time as June 8, 2017 at 11:00 a.m., second by Director Kelley.  
Unanimous Approval
5. Discussion and possible action to open a bank account with OneAZ Credit Union.  
Motion: made by Director Kelley to accept credit card payments and pass the service fee onto the customer, second by Director Fain.  
Unanimous Approval
6. Discussion and possible action to accept credit card payments from customers and direction on how to apply service charges.  
This issue was discussed with item #5
7. Discussion and possible action to approve the meeting minutes of June 14 and September 29, 2016.  
Motion: made by Director Kelley to approve the minutes, second by Director Fain.  
Unanimous Approval
8. Discussion and possible action to approve warrants written since June 1, 2016.  
Motion: made by Director Fain to approve the warrants, second by Director Kelley.  
Unanimous Approval
9. 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.  
No public present.

**Fiscal Year 2017/2018 Tentative Budget**

Exhibit A

<b><u>EXPENSE</u></b>	<u>FY</u> <u>16/17</u>	<u>4/30/17</u>	<u>12</u> <u>month</u>	<u>FY</u> <u>17/18</u>
<b><u>Operations and Maintenance</u></b>	<u>Budget</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
Administrative Services	6,816	5,500	6,816	6,816
Additional Admin Services	0	0	0	0
Activation Fee	35	105	105	105
Attorney Services	150	0	0	150
Bank Charges	25	0	0	25
Collections	150	335	402	400
County - Elections	0	0	0	0
Emergency Maintenance	4,000	305	305	2,000
General Maintenance & Repair	3,500	0	0	1,000
Insurance	2,200	0	2,200	2,200
Office Supplies	0	72	72	75
Operations Services	4,632	4,125	4,897	4,764
Flush Assembly Lots #17&18	5,200	0	0	5,200
Flushing Lines	0	2,500	2,500	2,500
Valve Install on 100-25-012	0	0	0	2,000
Publishing	200	0	200	200
Contingency	2,500	1,227	1,227	2,744
Capital Repairs Reserve	<u>2,500</u>	<u>0</u>	<u>0</u>	<u>5,947</u>
<b>Total O&amp;M Expense</b>	<b>31,908</b>	<b>14,169</b>	<b>18,724</b>	<b>36,126</b>

**Capital Expense**

City Buy-in Fees	20,000	5,937	5,937	20,000
Contingency	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Expense</b>	<b>20,000</b>	<b>5,937</b>	<b>5,937</b>	<b>20,000</b>

<b>Total Expense Budget</b>	<b>51,908</b>	<b>20,106</b>	<b>24,661</b>	<b>56,126</b>
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**REVENUE**

<b><u>Operations and Maintenance</u></b>	<u>FY</u> <u>16/17</u>	<u>4/30/2017</u>	<u>12</u> <u>month</u>	<u>FY</u> <u>17/18</u>
<b><u>Operations and Maintenance</u></b>	<u>Budget</u>	<u>Actual</u>	<u>Estimate</u>	<u>Budget</u>
User Fees	4,672	4,003	4,804	4,818
Hookup Fees	0	1,500	1,500	0
Activation Fee	35	105	105	35
Collections	175	230	335	400
Interest	40	55	60	60
Availability Fee	0	0	0	0
Ad Valorum Tax	<u>18,826</u>	<u>16,908</u>	<u>18,826</u>	<u>18,500</u>
<b>Total O&amp;M Revenue</b>	<b>23,748</b>	<b>22,801</b>	<b>25,630</b>	<b>23,813</b>

**Capital**

City Buy-In Fee	20,000	5,937	5,937	20,000
Miscellaneous Capital Income	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
<b>Total Capital Revenue</b>	<b>20,000</b>	<b>5,937</b>	<b>0</b>	<b>20,000</b>

<b>Total Revenue</b>	43,748	28,738	25,630	43,813
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<b><u>Fund Balance</u></b>	
Balance as of April 30, 2017	19,976
Estimated Expense 16/17	<u>4,555</u>
Subtotal	15,421
Anticipated Revenue 16/17	<u>-3,108</u>
Estimated Ending Balance 16/17	12,313
Est. Beginning Balance 17/18	12,313
Estimated Revenue 17/18	43,813
Estimated Expense 17/18	<u>56,126</u>
Estimated Ending balance 17/18	0