

Meeting Minutes

Board of Directors of the Red Rock Road Enhancement Maintenance District

May 21, 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, Steve Fiedler, Joanne Johnson, Richard Sidy and Mark Mumaw present.

Also present and participating in the meetings: Jennifer Bartos, District Clerk/Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Tom Graham, Chairman of the All American Road Committee

1. Discussion with an ADOT representative regarding the District's agreements, permit obligations and future needs.
No ADOT representative attended the meeting.
2. Discussion and possible action regarding the current landscape contract and duties as assigned to Green Earth, LLC and tasks for a future contract modification and possible renewal.
The changes to the contract made by Director Fiedler were discussed at length. Jennifer was asked to make the additional changes as discussed today and send the contract to Green Earth for review.
3. Discussion and possible action to review a proposed Fiscal Year 2013-2014 Budget and if appropriate adopt the tentative budget and set the hearing date and time.
Motion: made by Vice-Chairman Mumaw to adopt the tentative budget with an increase to capital replacement to \$72,655, adjust the contingency amount and increase the ad valorem tax to \$80,000 and set the hearing date and time as June 18, 2013 at 2:00 p.m., second by Director Johnson
Unanimous Approval
4. 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.

Chairman Norton asked to have both items pulled from the consent agenda.

5. Consent Agenda:
 - a) Approve meeting minutes of April 16, 2013.
Motion: made by Director Mumaw to approve the minutes, second by Director Johnson
Unanimous Approval
 - b) Approve warrants written in April 2013.
Karen read the warrants as follows: Arizona Public Service \$114.46, Big Park Water Company \$146.79, Green Earth \$4,190 and Improvement District Services, Inc. \$500.
Motion: made by Director Mumaw to approve the warrants, second by Director Johnson
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.

Red Rock Road Enhancement Maintenance District
Fiscal Year 2013/2014 Tentative Budget

Adopted 05-21-13

Exhibit A

EXPENSE		FY 12/13	Actual as of	12-month	FY 13/14
		<u>Budget</u>	<u>4/1/2013</u>	<u>Estimate</u>	<u>Budget</u>
1	Administrative Services	\$2,500	\$1,250	\$3,050	\$6,000
2	Attorney Services	15,000	0	500	5,000
3	Bank Charges	0	0	0	0
4	Capital Replacement	0	0	0	72,837
5	Contracted Services	0	675	1,000	2,000
6	County Backbill - Elections	0	0	0	0
7	Director's Compensation	0	0	0	4,500
8	Electricity	2,480	1,219	1,950	2,480
9	Emergency Maintenance		117	250	2,000
10	Fees & Registration	100	0	100	450
11	Insurance	1,460	778	1,556	1,600
12	Landscaping Services	89,956	42,304	56,405	60,000
13	Lighting Maintenance	0	0	0	5,000
14	Office Supplies	200	243	243	250
15	Operating Equipment & Supplies	20,000	0	0	20,000
16	Postage	3,000	1,701	1,701	2,000
17	Printing	0	466	466	500
18	Professional Services	0	0	0	2,300
19	Publishing	750	0	750	300
20	Water	<u>3,560</u>	<u>2,735</u>	<u>4,376</u>	<u>4,400</u>
21	<i>subtotal</i>	\$139,006	\$51,488	\$72,348	\$191,617
22	Contingency	56,000	0	2,086	19,162
23	Total Expenses	\$195,006	\$51,488	\$74,434	\$210,778

REVENUE		FY 12/13	Actual as of	12-month	FY 13/14
		<u>Budget</u>	<u>4/1/2013</u>	<u>Estimate</u>	<u>Budget</u>
24	Ad Valorem Tax	60,006	42,946	60,006	80,000
25	Interest	<u>0</u>	<u>84</u>	<u>110</u>	<u>150</u>
26	Total Revenue	60,006	43,030	60,116	80,150

FUND BALANCES

-		-
Balance as of 04/01/13		\$136,664
Estimated Expenses 12/13		<u>22,946</u>
Subtotal		113,718
Anticipated Revenue 12/13		<u>17,060</u>
Estimated Ending Balance 12/13		130,778
Est. Beginning Balance 13/14		130,778
Estimated Revenue 13/14		80,000
Estimated Expense 13/14		<u>210,778</u>
Estimated Ending balance 13/14		\$0