

Meeting Minutes  
Board of Directors of  
The High Valley Ranch Domestic Wastewater Improvement District  
June 9, 2015 – 1:00 p.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, Garey Seigerman, Gary Kelley and Brad Fain present at the meeting.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.

2. Discussion and possible action to elect a Chairman and a Vice-Chairman if applicable.  
Motion: made by Director Kelley to nominate Betty Higgins for Chair and Garey Seigerman for Vice-Chair, second by Chairman Higgins.  
Unanimous Approval
3. Discussion and possible action to approve a request by Bill Norton to de-annex parcel #105-25-063 from the District.  
Jennifer explained that she was contacted by Yavapai County Supervisor Rowle Simmons regarding Mr. Norton's ad valorem tax bill. Following that she received a request by Mr. Norton to de-annex from the District because he is served by an on-site system.  
Several issues were discussed:  
#1 – When the District was formed and the sewer mainlines were constructed, several developed properties existed that were served by on-site systems and there was an option to opt out of the District at that time. Mr. Norton was the property owner then and did not opt out of the formation.  
#2 – The property in question has an aging on-site system and is immediately adjacent to an active District sewer mainline. If in the future the septic system on this property were to fail then connection to the sewer system would be mandatory; the property would have to be annexed back into the District, which these additional costs would be borne by the property owner.  
#3 – Would this de-annexation be a benefit – an annexation or de-annexation is to be considered based on "the public convenience, necessity or welfare will be promoted by the addition to or alteration of the district", per A.R.S. 48-906.8. In this case it was determined that the public convenience, necessity or welfare would not be benefited. The only benefit is a reduction in the property owner's tax bill.  
#4 – A de-annexation considered for no other reason than a reduction in a tax bill would set a precedence for future de-annexations of all unconnected lots. This would create an unreasonable hardship on the sewer system, the District's finances and other properties within the boundaries of the District. The District was formed to provide sewer availability to all lots adjacent to the District's sewer mainline and is prepared to do so.  
Motion: made by Vice-Chairman Seigerman to deny the de-annexation request for parcel #105-25-063, second by Director Fain.  
Unanimous Approval

4. Discussion and possible action to approve a contract amendment with Improvement District Services, Inc. for collection fees, resulting in no additional cost to the District.  
Jennifer Bartos explained that the base compensation to I.D.S. by the District will remain the same, however fees charged to delinquent customers are increased. The fees for the limited title search and notifications shall be removed.  
Motion: made by Director Fain to approve the contract amendment with Improvement District Services, Inc. as modified, second by Vice-Chairman Seigerman.  
Unanimous Approval
5. Discussion and possible action to approve a contract amendment for operation services with Western Environmental Technologies.  
Motion: made by Director Kelley to approve the contract amendment with Western Environmental Technologies, second by Director Fain.  
Unanimous Approval
6. Discussion and possible action to adopt the Fiscal Year 2015/2016 Tentative Budget, Rates and Fees and set the hearing date and time.  
The proposed budget, rates and fees were reviewed. It was determined that as the District's sewer system is aging it is necessary to begin adding an item to the budget for potential line repairs and replacement; \$5,000 was added to the budget for that purpose and this amount will be considered annually. The ad valorem tax was increased to \$18,791 and the Limited Title Search and Notifications were removed from the District fees.  
Motion: made by Director Kelley to adopt the FY 15/16 Tentative Budget, rates and fees as amended and set the hearing date and time as June 30, 2015 at 1:00 p.m., second by Vice-Chairman Seigerman.  
Unanimous Approval
7. Discussion and possible action regarding the open position on the Board of Directors.  
No discussion and no action.
8. Discussion and possible action to approve the meeting minutes of July 16, 2014.  
Motion: made by Director Kelley to approve the meeting minutes of July 16, 2014, second by Vice-Chairman Seigerman.  
Unanimous Approval
9. Discussion and possible action to approve warrants written since July 1, 2014.  
A list of warrants written from July 1, 2014 to May 27, 2015, was presented to the Board.  
Motion: made by Director Fain to approve the warrants written since July 1, 2014, second by Director Kelley.  
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.  
No public present.