

## Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District  
October 5, 2016, 10:00 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., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301.*

Call to Order – Monte Anderson, Bill Yates, Cynthia Baker and Jason Gisi present. Brent Mathews absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Dakota King, Administrator, Improvement District Services, Inc.; Bob Hanus, Western Environmental Tech, District Operator.

1. The Board may vote to convene into executive session pursuant to A.R.S. 38-431.03.03 to discuss legal advice from the District's attorney regarding the use of wells.
2. Discussion and possible action regarding properties with private wells and possible adoption of a private well policy.
3. Discussion and possible action regarding the well located on Lot 2.
4. Discussion and possible action regarding the study on options for the treatment plant. Chairman Anderson asked if there were ways to reduce the costs of operation. Bob Hanus said discharging into the wash would require the District to meet the stringent Verde River standards.
5. 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. Bob said he has been working on preserving the steel wastewater tank. Jennifer was asked to include this item in the next budget session.
6. Discussion and possible action to appoint Bill Yates and Cynthia Baker to fill the 2017-2020 term for two positions on the Board of Directors with terms expiring in December 2016. Motion: made by Director Anderson to appoint Bill Yates and Cynthia Baker to the Board of Directors, second by Director Gisi. Unanimous Approval
7. Discussion and possible action regarding administrative issues to include:
  - a) Future meeting dates for 2017;  
Meetings will be held on the 2<sup>nd</sup> Wednesday of the first month of each quarter at 10:00
  - b) AR Annual Water Statistics Report;
  - c) District financials and accounts status;
  - d) Financial review of FY 15-16 records;
  - e) New customer letter issued to title companies;  
Jennifer reviewed the letter with the Board. She said the title companies will include it in the escrow packet and a signed copy will be sent to the District.
  - f) Approve meeting minutes of August 29, 2016;  
Motion: made by Director Baker to approve the minutes, second by Director Yates. Unanimous Approval
  - g) Approve warrants written in August and September, 2016.

Jennifer told the Board that the September financials are not ready yet because there will be additional invoices that will come in.

Motion: made by Director Yates to approve the August warrants, second by Director Baker.

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.