

## Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District  
February 8, 2023 - 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., 3603 Crossings Drive Prescott AZ 86305.*

Call to Order – Mark Kaplan, Gerry Breuer, Liz Mahon, David Puglia present. Cynthia Baker absent.

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

1. Discussion and action to elect a Chairperson and Vice-Chair for the coming year.  
Motion: made by Director Breuer to nominate Mark Kaplan for Chairman, second by Director Puglia.  
Unanimous Approval  
Motion: made by Director Mahon to nominate Cynthia Baker as Vice-Chair, second by Director Puglia.  
Unanimous Approval
2. 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, to include the status of the remote meter project.  
Bob said things are running pretty smooth, but busy.
3. Discussion and possible action regarding PFAS testing.  
The Board requested that the District not wait for the State required testing. Bob Hanus said he will have the test complete this month.
4. Discussion and possible action regarding the redundancy project.  
Bob Hanus said the clarifier will be done in March.
5. Discussion and possible action regarding options for the wastewater treatment plant effluent discharge.  
Bob Hanus told the Board that he has collected all the necessary data and will submit the application for discharge in a few weeks after the required testing is complete.
6. Discussion and possible action regarding grinder pump specifications/holding tank/alarm system/drawings for any new installations to be hooked up to the existing AR wastewater system and form part of the approval for any new construction work.  
The Board asked Jennifer to send them the specification sections in the Ordinance and the website location where specifications are posted.
7. Discussion and possible action regarding grinder pump care and maintenance policy to home owners.  
The different pump manufacturers were discussed.  
No action taken
8. Discussion and possible action regarding illegal wastewater discharge into the sewer system. Home owners notice of typical items that should not be discharged into the drain in order to maintain a healthy wastewater system and eliminate possible high costs repairs and fines.  
Director Mahon requested a list of the items not to discharge.

9. Discussion and possible action regarding water backflow prevention device information to home owners.  
Director Mahon asked to have the information sent to her.
10. Discussion and possible action regarding water conservation.  
The Board requested that Diana King prepare the water usage report.
11. Discussion and possible action regarding administrative issues to include future meeting agenda items, financial reports, delinquency and customer reports and miscellaneous administrative issues, late fees and budget items.  
The problems with the Sensus program was discussed. Bob Hanus will complete the meter installation form and submit to Diana. Bob said that Matt, will come out to test the program for problems.  
Both Bob and Diana reported problems due to frequent changes in the Sensus website. Bob was asked to request that Sensus notify the District when significant changes are made.
12. Discussion and possible action to approve checks written in November and December 2022 and January 2023.  
Motion: made by Director Mahon to approve the checks, second by Chairman Kaplan.  
Unanimous Approval
13. Discussion and possible action to approve meeting minutes of November 18, 2022.  
Director Mahon suggested changing item #7 to include "3 month interest bearing account."  
Motion: made by Director Mahon to approve the meeting minutes as modified, second by Chairman Kaplan.  
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.