

Meeting Minutes  
Board of Directors of The American Ranch Domestic Water Improvement District  
February 24, 2021 - 10:00 a.m. at  
Zoom Video Conference

*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.*

The February 10 regular meeting has been rescheduled to February 24  
In-person attendance will be limited to the Board of Directors and staff members only. The public is invited to attend via Zoom video conference.  
Topic: American Ranch August Board of Directors Meeting  
Time: Feb 24, 2021 10:00 AM Arizona  
Join Zoom Meeting  
<https://us02web.zoom.us/j/81018034592?pwd=NFZibS9FODdYRXh6c1poNGhzbVdxZz09>  
Meeting ID: 810 1803 4592  
Passcode: 943839  
Contact [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation via email.

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

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

New Board Members Mark Kaplan and Gerry Breuer, returning Board Member Cynthia Baker take their seats on the Board.

1. Action to elect a Chairperson and Vice-Chair for 2021.  
Motion: made by Director Mahon to nominate Cynthia Baker for Chair, second by Director Kaplan.  
Unanimous Approval  
Motion: made by Director Breuer to nominate Mark Kaplan for Vice-Chair, second by Director Mahon.  
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 Hanus told the Board that things are going well at the facilities and he will be working on the cathodic protection in the near future. Bob said he has been working with engineers for a possible project to baffle the wastewater tank. At this time, it is anticipated the cost would be approximately \$50,000. The requested that Bob continue to consider other firms and options.  
Director Breuer requested a tour of the water and sewer facilities.  
No action taken.
3. Discussion and possible action regarding the Fiscal Year 21/22 Budget, Rates and Fees.  
Jennifer Bartos gave the Board a brief summary of the budget procedures. The reserve study amounts were discussed. Vice-Chair Kaplan asked why the District doesn't report financials on a cash basis. It was decided the Board will hold a special meeting to discuss the FY 21/22 budget, rates and fees, possibly March 30<sup>th</sup>.
4. 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.  
Jennifer told the Board that she received notice from Roy Engehausen that he wishes to resign from the Board because he is moving from the area. His resignation will be placed on the next agenda.

Director Breuer requested a review and possible modifications to update the District Ordinances. He will submit a list of suggested changes to the Board. Jennifer said the Ordinance hearing could be held in conjunction with the budget and rate hearings. Director Breuer requested historic reports, 12 months of checks written and 2 end of year budget comparison reports.

The possibility of requiring water customers to participate in the Leak Detection Program was discussed. This issue will be discussed during the Ordinance amendment discussions.

5. Discussion and possible action to approve meeting minutes of November 11, 2020.  
Motion: made by Director Mahon to approve the meeting minutes, second by Chair Baker.  
Unanimous Approval
  
6. Discussion and possible action to approve checks written November and December 2020 and January 2021.  
Motion: made by Director Mahon to approve the checks, second by Vice-Chair 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.