

Meeting Minutes

Board of Directors of the Stringfield Ranch Domestic Water Improvement District
May 2, 2023 – 9:00 a.m.
3603 Crossings Drive, Prescott, AZ 86305

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 Chairperson, 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, Clerk of the Board of Directors, for the Stringfield Ranch Domestic Water Improvement District, 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 or inquiries should be submitted in writing to: Improvement District Services, Inc., 3603 Crossings Drive Prescott, AZ 86305. Pursuant to A.R.S. - 38-431.03, the Board of Directors may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Board of Directors may resume the meeting, open to the public, to address the remaining items on the agenda.

Call to Order – Jeff Davis and Jeff Raymond present. Irene Stringfield absent.

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

1. Discussion and possible action to review and approve the Fiscal Year 23/24 Tentative Budget and if applicable, set the hearing date and time.
Modification to the budget: remove \$350,000 Loan payment, lower contingency to \$10,000 and remove Capital repairs for \$42,375, charge no ad valorem tax.
Motion: made by Director Raymond to approve the budget as modified and set the hearing date and time as June 6, 2023 at 8:30 am via Zoom, second by Vice-Chair Davis.
Unanimous Approval
2. Discussion and possible action to review and approve the Fiscal Year 23/24 Proposed Rates, Fees and Secondary Property Tax and if applicable, set the hearing date and time.
The rates and fees were reviewed.
Motion: made by Director Raymond to approve the 2023/2024 rates and fees and set the hearing date and time as June 6, 2023, following the budget hearing, second by Vice-Chair Davis.
Unanimous Approval
3. Discussion and possible action to review and approve the District Ordinance 2023-1 and if applicable, set the hearing date and time.
The Board will consider the final adoption of the Ordinance in August.
4. Discussion and possible action to consider engaging Sunrise Engineering for sewer construction administration and assessment assistance.
Vice-Chair Davis said he has not received the proposal from Sunrise Engineering yet.
No action, table to next meeting.
5. Discussion and possible action to approve the meeting minutes of March 24, 2023.
Motion: made by Vice-Chair Davis to approve the meeting minutes, second by Director Raymond.
Unanimous Approval
6. Discussion and possible action regarding the status of the application for a WIFA and if applicable, approve the modification of the Statute quoted in Resolution 2022-1.
Jennifer told the Board that WIFA asked for a modification to change from repayment by assessments to repayment by secondary property tax.
Motion: made by Director Raymond to ratify the change to Resolution 2022-1, second by Director Davis.
Unanimous Approval

7. Discussion and possible action regarding administrative issues.
 Jennifer told the Board that Chairperson Stringfield is having health issues and as not been able to attend the last two meeting. She said there will be Resolutions that will need to be signed by the Vice-Chair in her absence.

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.

<u>EXPENSE</u>	<u>FY 23/24</u>
<u>Operations and Maintenance</u>	<u>Budget</u>
Administrative Services	\$6,000
Additional Admin Services	
Activation Fee	300
Collections	0
Permits	500
Audit	8,000
Attorney Services	150
Bank Charges	100
WIFA Loan Reserve Account	0
WIFA Loan Payment	0
County - Elections	0
Emergency Maintenance	2,000
General Maintenance & Repair	1,000
Insurance	3,100
Office Supplies	100
Operations Services	6,000
Flushing Lines	3,850
Publishing	200
Line Locating	1,500
Contingency	10,000
Capital Repairs Reserve	0
Total O&M Expense	\$42,800

<u>Capital Expense</u>	
Sewer Line Construction	\$4,500,000
Contingency	0
Total Capital Expense	\$4,500,000

Total Expense	\$4,542,800
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<u>REVENUE</u>	<u>FY 23/24</u>
<u>Operations and Maintenance</u>	<u>Budget</u>
User Fees	\$0
Activation Fee	300
Collections	0
Interest	0
Permit Fees	500
Developer Contribution	0
Miscellaneous Income	0
Ad Valorem Tax	0
Total O&M Revenue	\$800

<u>Capital</u>	
WIFA Loan Disbursement	\$4,500,000
Capacity Fees	0
Total Capital Revenue	\$4,500,000

Total Revenue	\$4,500,800
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