

Meeting Minutes

Board of Directors of the Red Rock Road Enhancement Maintenance District  
April 17, 2019– 2:00 p.m. at  
Sedona Fire Station #3, 125 Slide Rock, Sedona, 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. All comments and questions shall be directed to the Board Chairperson. Representatives of the District Clerk and the Administrative personnel are authorized to speak on all items. 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 – Dave Norton, Ann Crossland, Stacey Moore, Joanne Johnson and Ruth Kane.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; Dave Grondin and Mark Price, Green Earth Landscaping

Pledge of Allegiance

1. Discussion and possible action to contract with Steve Fiedler for Field Superintendent services. Steve reviewed the contract items with the Board. The rate shall be \$40.00 per hour. Motion: made by Director Moore to engage a field superintendant, Steve Fielder, for the District at \$40.00 per hour, second by Director Kane. Unanimous Approval  
Vice-Chair Crossland asked staff to purchase business cards for Steve
2. Discussion and possible action regarding field reports from Green Earth and an update on RRREMD alternative weed spray program. Representatives of Green Earth LLC may be called upon to speak. Ann said there is an issue from the State about spraying. Dave Grondin told the Board there were several trees damaged by the recent snow storm. They had to remove two big Cyprus trees. Motion: made by Vice-Chair Crossland to approve an addendum to the contract with Green Earth to split the service area into three sections to comply with spraying regulations, at no additional charge, second by Director Moore. Unanimous Approval
3. Discussion and possible action regarding a broken light fixture and the replacement of lighting fixtures with LED. No discussion or action
4. Discussion and possible action regarding designs developed by SBH Designs to address RRREMD sidewalk shoulder hazards and drainage ditch erosion. Designs have been sent to ADOT for review. Paul Gazda may be asked to speak on this item. Paul Gazda was not present at this meeting. Plans have been submitted to ADOT. Jennifer was asked to send insurance information to ADOT
5. Discussion and possible action regarding an update on the repairs, removal of unauthorized objects and replacement of landscaping to the RRREMD Boundary on the east side of the Sedona Collective. The District Board may vote to go into Executive Session pursuant to A.R.S. 38-431.03(A)(3). No action taken
6. Discussion and possible action regarding the administrative services contract due to expire June 30, 2019.

Jennifer Bartos agreed to take back storage of district records at the original contract price \$1,100 per month.

Table contract issue to next agenda

7. Discussion and possible action to the Fiscal Year 2019/2020 Tentative Budget and if appropriate set the hearing date and time as May 15, 2019 at 2:00p.m.  
Cancel storage unit.  
Motion: made by Director Moore to adopt the tentative budget and set the hearing date and time as May 15<sup>th</sup> at 2:00 p.m., second by Director Kane.  
Unanimous Approval
8. Discussion and possible action to approve meeting minutes of January 16, 2019.  
Joanne wasn't at the January meeting.  
Motion: made by Director Kane to approve the minutes as amended, second by Director Johnson.  
Unanimous Approval
9. Discussion and possible action to approve warrants written in January, February and March 2019.  
Motion: made by Director Moore to approve the warrants, second by Director Kane.  
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.

**Red Rock Road Enhancement Maintenance District**  
**Fiscal Year 2019/2020 Tentative Budget**

\*04/08/19

Exhibit A

	<b><u>EXPENSE</u></b>	FY 18/19 <u>Budget</u>	Actual as of <u>3/31/2019</u>	12-month <u>Estimate</u>	FY 19/20 <u>Budget</u>
1	Administrative Services	\$13,536	\$6,750	\$9,000	\$13,200
2	Additional Admin Svcs.	900	228	228	250
3	Attorney Services	3,000	1,628	1,628	3,000
4	Bank Charges	150	0	0	150
5	Director's Compensation	2,250	1,725	2,475	1,875
6	Elections	8,000	0	0	0
7	Fees & Registration	450	147	147	150
8	Insurance	7,350	1,720	7,350	7,550
9	Self insured	15,000	0	0	15,000
10	Meeting facility rental	270	180	270	270
11	Office Supplies	0	62	62	0
12	Postage	0	60	83	94
13	Professional Services	2,300	0	0	2,300
14	Publishing	1,000	444	650	400
15	Landscape Maintenance:				
16	Monthly Maintenance	60,000	45,000	60,000	60,000
17	Backflow Testing	150	0	150	150
18	Repairs & Replacement	8,000	2,830	3,773	4,000
19	Alternate Product Initiative	9,000	6,840	9,120	9,150
20	Sidewalk Erosion				

21	Lighting Maintenance	2,500	255	2,500	500
22	Timers	300	0	300	0
23	Contracted Services	1,000	0	0	1,000
24	Field Superintendent	0	0	500	2,400
25	Blue Stake	500	273	273	275
26	Electricity	2,600	1,832	2,443	2,500
27	Water	2,500	1,522	2,029	2,100
28	Website	35	1,594	2,125	2,125
29	Recording Services	50	0	0	0
30	Emergency Maintenance	2,000	6,064	8,085	2,000
31	Capital Replacement Reserve	71,153	0	0	54,070
32	<i>subtotal</i>	\$213,994	\$79,154	\$113,192	\$184,509
33	Contingency	19,000	7,170	7,170	19,001
34	Total Expenses	\$232,994	\$86,324	\$120,362	\$203,510

		FY 18/19 Budget	Actual as of 3/31/2019	12-month Estimate	FY 19/20 Budget
	<b>REVENUE</b>				
35	Ad Valorem Tax	90,000	66,299	88,399	95,000
36	Interest	1,000	1,713	1,850	1,850
37	Total Revenue	91,000	68,012	90,249	96,850

### **FUND BALANCES**

-	Balance as of 03/31/2019	\$118,461
	Estimated Expenses 18/19	<u>34,038</u>
	Subtotal	84,423
	Anticipated Revenue 18/19	<u>22,237</u>
	Estimated Ending Balance 18/19	106,660
	Est. Beginning Balance 19/20	106,660
	Estimated Revenue 19/20	96,850
	Estimated Expense 19/20	<u>203,510</u>
	Estimated Ending balance 19/20	\$0