

Meeting Minutes

Board of Directors of The American Ranch Domestic Water Improvement District
May 8, 2024 at 10:00 a.m.
The American Ranch – Billiard Room
9500 American Ranch Road, Prescott, AZ

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, David Puglia, Liz Mahon and Cynthia Baker present.

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

1. 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:
 - a. The status of the remote metering system;
Chairman Puglia will work with Bob and Sensus to attempt to modify the flow alarms. Bob said stale meters are caused by a physical blockage that doesn't allow the program to read through the antenna. The Board will consider a stale meter charge to customers.
 - b. The status of the redundancy project;
Bob said the baffle is installed and the conduit is in. He said the project will be complete by the end of June. Vice-Chair Kaplan asked Bob for an explanation of why the permit does not need to be changed. Bob responded that this is classified as a temporary modification that is not changing the extended air process of the treatment system. He said installing the SBR would be a change in the process. Bob said the SBR, baffle, mixing motors and controls still need to be done.
 - c. Exercising valves and manhole maintenance;
Bob said this will be complete by the end of this month.
Remove this item from the next agenda
 - d. Equipment list and replacement costs;
The lists were reviewed. Bob will adjust the list to only items needed in the coming fiscal year.
 - e. Storage options.
Remove this item from the next agenda
2. Discussion and possible action regarding a spillway for effluent discharge and consideration of the Reuse Effluent charge.
Bob said the excavation and conduit will be done on May 15.
Motion: made by Vice-Chairman Kaplan to agree that the HOA will pay \$6,100 toward the construction of the spillway in exchange for the District eliminating the effluent reuse fee, second by Director Baker.
Unanimous Approval
3. Discussion and possible action to renew the Operations Contract with Western Environmental Technologies.
Bob was asked to expand the description of his routine duties in the contract.
Tabled to next meeting
4. Discussion and possible action to approve the Call of Election for three positions at the November 2024 election.
Motion: made by Director Mahon to approve the Call of Election, second by Director Baker.
Unanimous Approval

5. Discussion and possible action regarding 2024/2025 Tentative Budget, rates and fees, District financial reports and allocation of funds in the accounts with OneAZ.
Future budget meeting May 22 at 10:30 am
Hearing date June 13 at 5:00 pm
Tabled to next meeting.
6. Discussion and possible action to approve meeting minutes of February 14, 2024.
Motion: made by Director Breuer to approve the minutes as modified, second by Chairman Puglia.
Unanimous Approval
7. Discussion and possible action to approve checks written in February, March and April 2024.
Motion: made by Director Baker to approve the checks, second by Director Puglia.
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.