

***Inscription Canyon Ranch Sanitary District***  
**P.O. Box 215**  
**Chino Valley, AZ 86323**

**NOTICE OF MEETING**

The Governing Board of the Inscription Canyon Ranch Sanitary District will meet in Special Session on Monday, October 29 at 9:00 am. The meeting will be held at the Days Inn, 688 Fletcher Court, Chino Valley, AZ, in Conference Room 1. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics and any variables thereto will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL OF BOARD MEMBERS**

**3. CALL TO THE PUBLIC**

*Those wishing to address the Inscription Canyon Ranch Sanitary District Board need not request permission in advance. The Sanitary District Board is not permitted to discuss or take action on any item not specifically identified on the agenda (A.R.S. 38-431.01(G)). However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda.*

**4. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION FOR:** discussion or consultation for legal advice with the attorneys of the Inscription Canyon Ranch Sanitary District pursuant to A.R.S. Section 38-431.03.(A)(3) and discussion or consultation with the attorneys of the Inscription Canyon Ranch Sanitary District in order to consider its position and instruct its attorneys regarding the District's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation pursuant to A.R.S. Section 38-431.03.(A)(4) re:

- A. Missing and unaccounted for records and documents, property of the District, that have not been produced by the previous District Board members.
- B. Claims for reimbursement of attorney fees previously paid by the District.
- C. Draft three-year contract for accounting and billing services between ICR Sanitary District and MDI Taxes, Inc.
- D. ICRSD Bylaws, Rules, and Policies and a resolution for their adoption.
- E. Resolution 2012-6, Acceptance of Talking Rock Offsite, Onsite and Other Related Wastewater Facilities and approval of Bill of Sale.
- F. Resolution 2012-7, Ratification of Expenditures and issuance of warrants during the period June 2011 thru October 2012.
- G. Resolution 2012-8, Authorization to approve expenditures and execute warrants for the District
- H. Complaint against the District Board Members for Open Meeting Law violation(s) filed with the Office of Attorney General.

*During the Executive Session, the public will be asked to leave the Board meeting room until the general session is re-convened*

**RECONVENE INTO PUBLIC SESSION**

**5. REPORTS:**

Report from District Manager

- Status of requests to review public records
- Report on District Operations: WWPT Flows & performance; flushing & odor control;
- Sludge bagging system analysis
- Status of collection activity for unpaid user fees, late fees and interest
- Report regarding the procedure for inspection for new hookup connections to the wastewater treatment system.
- Report of review of documents in District files
- Review of the budget process and how it relates to the financial reports

Report from Accountant

- Review of Financial Report for July, August and September, 2012

Report from Granite Basin Engineering (Mr. Davin Benner)

- Status of Investigation regarding pump sizing in Whispering Canyon (criterion for acceptance of Whispering Canyon infrastructure)
- Status of preparation of RFQ for wastewater treatment plant upgrades and modifications (as set forth in the Amended and Restated Development Agreement).

8. CONSENT AGENDA (Routine items that may be approved by one motion)

Minutes of prior meetings

- Public Meeting Minutes of August 16, 2012 (revised Aug. 22, 2012)
- Public Meeting Minutes of September 7, 2012
- Public Meeting Minutes of September 21, 2012
- Executive Session Minutes of August 16, 2012
- Executive Session Minutes of September 7, 2012
- Executive Session Minutes of September 21, 2012

Reimbursement to District Manager for \$27.00 for:

- Purchase of 2 drawer, lockable file cabinet for confidential files (\$15.00)
- Keys made for ICRSD file cabinets (\$12.00)

Reimbursement to Director Scott Robbins for \$156.51 for:

- Mileage to execute warrants and attend Governing Board Meetings from March 1, 2012 to September 30, 2012.

9. OLD BUSINESS - DISCUSSION & POSSIBLE ACTION RE;

- A. Missing and unaccounted for records and documents, property of the District, that have not been produced by the previous District Board members.
- B. Claims for reimbursement of attorney fees previously paid by the District
- C. Approval of three-year contract for accounting and billing services between ICR Sanitary District and MDI Taxes, Inc.
- D. ICRSD Bylaws, Rules, and Policies and a resolution for their adoption.
- E. Resolution 2012-6, Acceptance of Talking Rock Offsite, Onsite and Other Related Wastewater Facilities and approval of Bill of Sale.

10. NEW BUSINESS - DISCUSSION & POSSIBLE ACTION RE;

- A. Approval of Financial Reports for July 2012, August 2012 and September 2012.
- B. Resolution 2012-7, Ratification of Expenditures and issuance of warrants during the period June 2011 thru October 2012.
- C. Resolution 2012-8, Authorization to approve expenditures and execute warrants for the District
- D. Approval of an RFQ for obtaining quotes for upgrades and improvements to the wastewater treatment plant.
- E. Approval of Certificates of Records Destruction for accounts payable records, audio tapes of previous meetings, and budget related records for years 1999-2008 as provided for in Arizona Records retention regulations.

- F. Approval to purchase of CORE Utilities, Inc. software for tracking property owners, permitting, permit fees, hookup status, billing and other related District information. Cost of the software is \$1,750 plus setup fee of \$200, not including costs for MDI.
- H. Approval of repairs to backup generator at the wastewater treatment plant by AGM of Clarkdale for Cost of \$1,218.50 diagnostic service call and \$3,590.01 repair quote 155921 dated 10/19/12.
- I. Complaint against the District Board Members for Open Meeting Law violation(s) filed with the Office of Attorney General.

11. ADJOURNMENT

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting District Manager Bob Busch at [r.busch@icrsd.net](mailto:r.busch@icrsd.net) or calling 713-0548. Requests should be made as early as possible to arrange the accommodation.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the attached notice was duly posted at 14501 N. Talking Rock Ranch Road, Prescott, Arizona and at 5360 W. Inscription Canyon Drive, Prescott, Arizona on October \_\_\_\_\_, 2012 at \_\_\_\_\_ a.m. /p.m. in accordance with the statement filed by the ICR Sanitary District.

Dated this \_\_\_\_\_ day of October 2012.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature