

# MINUTES OF THE REGULAR MEETING OF THE I.C.R. SANITARY DISTRICT

Date: April 13, 2006  
Time: 9:00 a.m.  
Place: 5360 W. Inscription Canyon Drive, Prescott, AZ 86305

## I.C.R. Sanitary District Board of Directors

Dayne Taylor, Chair  
John Freeman, Director  
Gene Leasure, Director

## Attendee

Kimble McClymonds (non-homeowner)

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### **1. Call to Order**

The meeting was called to order at 9:00 a.m. by Chair, Dayne Taylor. A quorum was present for the purpose of conducting business.

### **2. Approval of Minutes for the March 14, 2006 Study Session of the I.C.R. Sanitary District Board**

**Motion: Gene Leasure moved to approve the March 14, 2006 Study Session Minutes of the I.C.R. Sanitary District Board, seconded by John Freeman. By a vote of 3 in favor, the motion was approved.**

### **3. Approval of Minutes for the March 23, 2006 Board Meeting of the I.C.R. Sanitary District Board**

**Motion: Gene Leasure moved to approve the March 23, 2006 Board Meeting Minutes of the I.C.R. Sanitary District Board, seconded by John Freeman. By a vote of 3 in favor, the motion was approved.**

### **4. Open Meeting Laws Pertaining to District Agenda and Minutes**

District Clerk, Debbie Muse distributed two sample documents explaining open meeting laws as they pertain to Board agendas and minutes. In particular, she noted that if a matter not specifically listed on the agenda is brought up during a meeting, discussion and decision on that matter will be deferred until a later meeting so that the item can be "specifically" listed on the agenda. This includes issues brought before the Board during the public comment period.

The Open Meeting Laws also state that meeting minutes can be transcribed or recorded. It was the consensus of the Board to continue to tape record and transcribe the minutes. The Board tabled further discussion on alternative means of recording and transcribing meetings using audible to text conversion software to place on a CD and use as an archive.

*Action Item: Debbie Muse will contact the County District office to determine how the County archives their records.*

### **5. Wastewater Treatment Plant Operations and Monthly Water Reports**

A Quality's water operation reports were presented by Chris Williamson and made part of the April 14 Board Meeting Minutes. A Quality provided a status report as well as spreadsheets that contained information as to the flows in and out of the WTF, biological reports, pump run times, and chemicals used. A Quality made the following recommendations to the Board:

- That the final effluent tank control board be fitted with cycle counters and hour meters.
- That a soft start relay be replaced with a variable Frequency Drive (VFD) so that the operator has the means to manage the flow of incoming influent such that the biological process can be straight lined around the clock. We had a VFD on line and it went bad. A decision was made by Pat Carpenter, Chris Williamson and Dayne to replace that VFD with a soft start relay. At the time our flows did not appear to have so many highs and lows but that seems to be changing.
- That small cracks developing in the blower silencers be repaired by minor welding.
- The sludge in the tanks is becoming too old and will require increasing the wasting rate until the condition improves. This would increase the hauling rate by 100% for at least two months.

## **6. A Quality's Recommendation for Concrete Lifting Block and Apron Requirements**

A Quality received two bids for the concrete lifting and apron requirements. They recommend contracting with Palmer's Quality Concrete to complete the concrete and apron requirements.

**Motion: John Freeman moved to approve the recommendations by A Quality to complete the concrete lifting block and apron requirements, cycle counter and flow meters, VFD replacements, and repair blower silencers, seconded by Gene Leasure. By a vote of 3 in favor, the motion was approved.**

Dayne Taylor brought up a letter dated May 9, 2002 letter from Jenifer Bartos (Improvement District Services) to Sawayse McCrain requesting the location of a water line running through the current treatment site and that if the District was going to do an expansion that it was crucial to know the location of this line.

*Action Item: Dayne Taylor gave the original letter to Chris Williamson to determine where the water line is located on the current Treatment Plant site.*

John Freeman asked that A Quality provide input for the 2007 budget process.

## **7. Lateral Line Inspection**

Lateral line inspection of Lot 347 went well.

## **8. Review Letter from Jay Shapiro**

The letter from Jay Shapiro to Doug Nelson was not received by the due date of April 11, so there will be no further discussion on this issue until the letter is received.

## **9. Feasibility Study Evaluation by Fann Environmental**

John Freeman mentioned that he has not received Fann Environmental's evaluation of the Feasibility Study. This item will be tabled until the next Board meeting.

*Action Item: John Freeman will follow-up with Mike Young at Fann Environmental to determine when the evaluation of the Feasibility Study will be complete.*

## **10. Future Wastewater Treatment Plant Expansion**

This item was tabled until the District receives the Feasibility Study evaluation from Fann Environmental.

## **11. Plant Capacity and Future Additional Connections to the Wastewater Treatment Plant**

The Board discussed conflicting figures on connects per month between Holdsworth, Larson & Strausser (Accounting Services) and the County's records. John Freeman stated that unless the correct connects are determined it will be difficult to plan for plant capacity. Hookups will tell us the current service, but building permits will project one year out.

## **12. Resolution for Limiting Future Additional New Connections to the Wastewater Treatment Plant**

The District foresees that the Santec Plant will reach capacity this year. John Freeman heard during the March 14, 2006 Study Session that the District cannot run two simultaneous plants (Santec system and SBR system). John emailed Attorney Doug Nelson asking for ADEQ's capacity requirement and if the SBR unit is legitimately off the table. Gene Leasure recalled in the Feasibility Study that an engineering firm mentioned the SBR system cannot be used.

*Action Item: Gene Leasure will review the Feasibility Study for the exact wording regarding non use of the SBR system.*

*Action Item: Before the next Board meeting, John Freeman will contact Doug Nelson for a response to his email about operating the SBR system. If the SBR system cannot be operated, John will work on a letter with Doug that establishes a moratorium on new building permits.*

The Board will require more data before determining exactly what the moratorium will say.

**Motion: John Freeman moved to purchase the most current tax report within the District listing the person and parcel, seconded by Gene Leasure. By a vote of 3 in favor, the motion was approved.**

### **13. County Permitting Process in Relation to the District**

Tom Lange, Project Manager, Yavapai County Development Services Planning & Design Review said that by no means will Phases 10,12,13 be approved. John Freeman suggested that we get this statement in writing as well as a concrete position from ADEQ stating that this District will operate on a certain amount of gallons per household.

*Action Item: John Freeman will request a meeting with ADEQ to get a resolution on gallons per household requirements for the District.*

### **14. ADEQ Permit to Water Trees around the Wastewater Treatment Plant**

Dava Associates provided the piping diagrams to move forward with the permit process to water the trees around the Treatment Plant.

*Action Item: Dayne Taylor will provide ADEQ the diagrams to move forward with the permit process.*

### **15. Letter to ICRWUA Regarding Blue Stake Service Fee**

Gene Leasure reported that the District will send half of the total bill for the blue stake detection device to A Quality Water.

### **16. Lack of Reports from Holdsworth, Larson & Strausser (HLS)**

Dayne Taylor reported that the District still has not received the March Financial statements from HLS. When the District receives the final closing bill they will address the lack of reports from HLS, which only 4 out of 10 were received.

*Action Item: Dayne Taylor will ask MDI to show a history of financial reports for the contract time with HLS.*

### **17. Accounting Service Transition Letter to District Customers**

The Service Transition Letter was mailed with the March customer billing.

### **18. Information from the County Regarding Elections**

Dayne Taylor contacted the County regarding the District elections this year. One 4-year term will be open for election (currently occupied by John Freeman). The candidate forms are available July 10 and the deadline to send the forms in is August 9. Board election notice and information will need to be distributed to the District homeowners prior to July 10.

*Action Item: Dayne Taylor will provide Gene Leasure the election wording to draft a letter explaining the District's Board election and ballot process to be placed in the April bills that are mailed in May.*

### **19. Consider Vice Chair Position on the Board**

Dayne Taylor is recommending that a Vice Chair position be identified on the Board in the event the Chair is not available.

The Board discussed rotating the Chair position and the possibility of increasing the District Board from three to five members.

*Action Item: Debbie Muse will contact the County Clerk's office to ask about rotating the Board chair position and what is required to increase the Board from three to five members.*

**Motion: John Freeman moved that contingent upon the findings from the County Clerk's office, the ICR Sanitary District Board would increase from three to five members, and to encourage Board seats from all communities represented in the District, seconded by Gene Leasure. By a vote of 3 in favor, the motion was approved.**

### **20. 2007 Budget Process**

The District's fiscal year end is June 30, 2006. Therefore, the Board will need to adopt the 2006-2007 budget by the end of June. Following the May 11 Board Meeting, the Board will meet in Executive Session to work on the budget process.

The ICR Sanitary District's Annual Business Meeting is scheduled for June 17, 2006, 10:00am at the ICR Sanitary District office, 5360 W. Inscription Canyon Drive, Prescott, AZ 86305.

## **21. 2002 ICR Ordinance**

Dayne Taylor began conducting line testing to verify pressure testing is accurate at the County's established rate of 100psi. This verification process will also help determine what exactly is involved with testing and the cost associated with overseeing that portion of the Ordinance, in the event A Quality is asked to add this to their Contract with the District.

During this discussion, Gene Leasure mentioned that since Dava & Associates terminated their contract with the District (they provided Civil engineering services), the Board will need to contract with another professional engineering firm. Until the Board has a document from our (yet to be determined) new District engineer, someone needs to follow thru with the agreement made with the Yavapai County Building and Safety Inspection Department. It is now the responsibility of the District to inspect the sanitary yard lines.

Dayne Taylor commented on what had transpired in the past two weeks regarding the testing.

*Action Item: John Freeman will contact Dava & Associates to discuss why they terminated their contract with the ICRSD.*

John Freeman commented that he was concerned from a liability position about District Board Members conducting hands-on activity with the Treatment Plant. The Board discussed that (with only a three-member Board) they need to be actively involved in the daily operations of the Treatment Plant and if their current insurance policy does not provide a provision to cover Board members in the field they should consider adding this item.

*Action Item: Gene Leasure will review the District's insurance policy to determine if Board Members are covered in the field as it relates to the Treatment Plant.*

## **22. Public Comment Period**

Kimble McClymonds, Yavapai Water Production (a non-homeowner within the District) submitted a letter to the District Board requesting a copy of "any ordinance, rule or meeting minutes requiring pressure testing of customer sewer yard lines" and to be heard at this meeting of the Board. Dayne Taylor explained that the letter was received after the agenda was posted, and according the Open Meeting Laws, the District was not allowed to comment on his letter at this time. This item will be placed on the agenda for the next regularly scheduled Board meeting.

## **23. Adjourn meeting**

Dayne Taylor adjourned the April 13, 2006 meeting of the I.C.R. Sanitary District at 1:00 p.m.

*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 Debbie Muse, District Clerk of the Board of Directors, for the I.C.R. Sanitary District, at 717-9905. 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 the District Clerk, ICR Sanitary District, 5360 W. Inscription Canyon Drive, Prescott, AZ 86305.*