

# INSCRIPTION CANYON RANCH SANITARY DISTRICT

P.O. Box 215 Chino Valley, AZ 86323

~PUBLIC SESSION MINUTES~

May 26, 2017

Approved June 28, 2017

**Date:** Friday May 26, 2017

**Time:** 9:00 a.m.

**Place:** The meeting was held in the Conference Room at 5360 W. Inscription Canyon Drive  
Prescott AZ

## 1. CALL TO ORDER.

The Governing Board for the Inscription Canyon Ranch Sanitary District convened into public session at 9:03 a.m.

## 2. ROLL CALL.

Present were David Barreira, Chairman; Al Poskanzer, Board Member; Bill Dickrell, Board Member; Bill Whittington, Legal Counsel; Bob Busch, District Manager, and Isabel Yribe, Clerk. The following people were in the audience:

- Tyson Glock
- Harvey Roberts
- Derek Scott

## 3. CALL TO THE PUBLIC

Mr. Harvey Roberts clarified the ICR Water Users Association's stance on the ICR Sanitary District's agenda item regarding the use of their building. Mr. Roberts stated that the Water Users Association did not offer use of the building. He also stated that the original request included a request for an easement.

4. *Mr. Poskanzer made a motion to go into Executive Session for discussion and consideration of the employment agreement and status of the District Manager, including term of employment and salary pursuant to ARS Section 38-431.03(A)(1) and possible legal advice on the same, pursuant to A.R.S. Section 38-431.03. (A)(3) and; 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) re:*
- A. Possible financing and repayment options for WWTP replacement and expansion.**
  - B. WWTP expansion project design approvals**
  - C. Possible approval of an offer to ICR Water Users Associations in connection with the use of its building near the WWTP in exchange for an access easement across District property.**

*Mr. Dickrell seconded the motion. The motion passed unanimously without discussion.*

**RECONVENE from Executive Session at approximately 9:29 a.m.**

**5. REPORTS**

**Report from District Manager**

- **Status of Plant Operations** *Mr. Busch reported that the daily average flow for March was 46,539 gallons per day and 45,257 gallons per day for April. Mr. Busch noted that there are approximately 554 connections to the plant and 20 or so that are under construction. Mr. Busch stated that some of the developer lot fees may have been collected in error. He said that the discrepancy may warrant the issuing of refunds. Mr. Busch has reviewed sales back to 2012. Some of the developer lot fees may have been collected from builders who have owned the property for some time, rather than from Talking Rock Land. He will follow up and have a more detailed report at a subsequent meeting. Mr. Busch has also received a record request for salary information of ICRSD employees. Mr. Busch responded to the records requests by asking that the requester fill out the request forms. Mr. Whittington stated that one does not have to fill out a form to request records unless it is to be used for commercial purposes. Mr. Whittington stated that the District was required to “promptly respond” or it could be sued. Mr. Whittington also stated that Mr. Busch check to see if there has been any response since the initial request. Mr. Busch will go back and review their request.*

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

- **Minutes of Meetings**
- **Minutes of Public Meeting of March 7, 2017**
- **Executive Session Minutes of March 7, 2017**

*Mr. Barreira made a motion to approve the consent agenda. Mr. Poskanzer seconded the motion. The motion passed unanimously.*

**7. OLD BUSINESS - DISCUSSION & POSSIBLE ACTION RE:**

**A. Setting a time and place for future meetings of the District Board.** *The next board meeting was tentatively set for June 28, 2017 at 8:30 a.m.*

**B. Review, discussion and possible approval of 90% completed design plans for WWTP expansion project. Discussion will include discussion of alternatives and options for a new WWPT and for a new building and emergency generator.** *Tyson Glock, of Sunrise Engineering, went through the proposed layout and plan changes. The bathroom in the new building will be removed completely. The window would be facing north into the parking lot/transformer area. The swamp cooler is to be removed from the existing building. Some inconsistencies in the plans will be corrected.. The existing AC unit in the building may have to be removed, depending on what Yavapai County decides. It is possible that the unit may be “grandfathered” in. The eyewash station will be removed along with all of its plumbing. Mr. Glock also stated that the sensor lights on the new building would have to*

*be fixed lights as emergency responders require that the building be well lit in case they have to approach it during an emergency at dark. Bollards would be added for safety and the wall on page 301 would be removed. Value engineering specifications include the removal of gravel, heating unit, eyewash station, sound enclosure, bathroom, A/C unit and also the sound attenuation from the lab. The cost will be reduced by approximately \$45,000. Mr. Derek Scott asked why a building would have to be added when a storage shed could be added for much less. There followed a discussion about the need for a building. (see item C under New Business.)*

**C. Possible financing and repayment options for WWTP replacement and expansion.**

*There is nothing to report at this time.*

**D. Discussion and consideration of changes to the employment agreement with the District Manager.** *There is nothing to report at this time.*

**8. NEW BUSINESS - DISCUSSION & POSSIBLE ACTION RE:**

**A. Review and approval of financial reports for February, March and April 2017.**

Following a review of the financial reports, Mr. Dickrell moved to approve the financial reports for February and March, 2017. Mr. Poskanzer seconded. Motion carried.

**B. Approval to engage Alyx Cohan, CPA to prepare Financial Review for fiscal year ending June 30, 2017 and approval to sign the engagement letter dated April 24, 2017.**

Mr. Dickrell moved to approve the engagement of Alyx Cohan, CPA for preparation of the Financial Review for fiscal year ending June 30, 2017 and that the Chairman be authorized to sign the engagement letter. Mr. Poskanzer seconded. Motion carried.

**C. Discussion and possible approval of an offer to ICR Water Users Association in connection with the use of its building near the WWTP in exchange for an access easement across District property.**

*Mr. Poskanzer moved that the board speak to the water board regarding trading an easement for the lease of the portion of their building. Mr. Poskanzer then rescinded his motion. By matter of consensus, Mr. Barreira will hold a conversation with Mr. Hilb regarding the matter. Mr. Barreira made a motion to ask Sunrise engineering to remove the building from the Phase I plans. Mr. Poskanzer seconded the motion. The motion passed unanimously. Mr. Tyson Glock asked about the time parameters the work would be done. The work hours would be from 7:00 a.m. to 5:00 p.m. and weekends/holidays with prior approval. Mr. Dickrell made a motion to approve that Sunrise Engineering begin engineering and design on Phase II of the WWTP expansion. Mr. Poskanzer seconded the motion. The motion passed unanimously.*

**D. Discussion and possible approval to reimburse a property owner for \$210.00 for costs related to line blockage on Chloe Trail.**

*Mr. Dickrell made a motion that the District reimburse the property owner for \$210.00 of the costs related to line blockage on Chloe Trail. Mr. Poskanzer seconded the motion. The motion passed unanimously.*

**E. Approval of Rate and Fees Definitions for 2017-18 fiscal year.**

*Mr. Poskanzer made a motion to approve and publish the Rate and Fees Definitions for the 2017-18 fiscal year. Mr. Dickrell seconds the motion. The motion passed unanimously.*

**F. Approval to publish proposed annual budget and proposed rates and fees for 2017-18 in advance of budget and rate hearing (s).**

*Mr. Barreira made a motion to approve and*

*publish the Rate and Fees Definitions for the 2017-18 fiscal year with the modifications to the expense budget discussed and with the changes to the capital budget for the plant upgrades resulting from changes just approved. Mr. Dickrell seconded the motion. The motion passed unanimously.*

**G. Possible approval to transfer of funds from capital fund to the operating account for the design of improvements from the WWTP.** *Mr. Poskanzer made a motion to approve the transfer of \$60,000 from the Restricted Capital Fund account to the Operating Account for the design of improvements for the WWTP Upgrade. Mr. Dickrell seconded the motion. The motion passed unanimously.*

**9. ADJOURNMENT** *Mr. Poskanzer made a motion to adjourn the meeting. Mr. Dickrell seconded the motion. The motion passed unanimously.*

*Therefore, the meeting was adjourned at 11:35 a.m.*

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Date

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Board Clerk