

**INSCRIPTION CANYON RANCH SANITARY DISTRICT**

**P.O. Box 215 Chino Valley, AZ 86323**

**~PUBLIC SESSION MINUTES~**

**February 13, 2018**

**Date:** February 13, 2018

**Time:** 4:00 p.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 4:00 p.m.

**2. ROLL CALL.**

Present were David Barreira, Board 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:

- Bob Lynch (via telephone)

**3. CALL TO THE PUBLIC**

Nothing to report.

**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. Contract Amendment(s) with Sunrise Engineering for: (a) Construction Administration of Phase 1 Improvements to the WWTP (not to exceed \$29,000) and (b) additional engineering services for Phase 2 of Improvements to WWTP (\$20,900).
- B. Possible financing and repayment options for WWTP replacement and expansion.
- C. Purchase Order for a backup generator for Phase 1 of Improvements to the WWTP.
- D. Service to Talking Rock, Section 11, Township 16N, Range 3W, known as Sterling Ranch at Talking Rock

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

**CONVENE into Executive Session at 4:01 p.m.**

**RECONVENE from Executive Session at approximately 4:38 p.m.**

## **5. REPORTS**

### **Report from District Manager**

- Status of Plant Operations and Bidding for phase 1 of WWTP Improvements. *Mr. Busch stated he has received 3 bids for backup generators, and one bid so far for electrical and one for HVAC work. He said he hopes to receive additional bids for electrical and HVAC work.*
- Plant treatment daily averages *Mr. Busch stated that because of the effluent lift station failure, average daily flow for January was approximately 40,000 gallons per day. He stated that those numbers would change for February. Mr. Busch stated that the second pump at the effluent lift station would be back on line by next Tuesday. He said he has requested a quote for a back up pump in case of emergencies.*
- Audit of connections to sanitary system *Mr. Busch reported that he has completed and audit of connections to the system. As a result, he reported that there are presently 603 connections, about two dozen more than previously on record. He gave each member a capacity chart, showing connections, gallons per day and capacity.*

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

### Minutes of Meetings

- Minutes of Public Meeting of January 18, 2018
- Executive Session Minutes of January 18, 2018
- Reimbursement to District Manager - \$156.97 (GoDaddy- Website Builder-annual renewal- \$156.97)

*Mr. Barreira makes a motion to accept the consent agenda excluding the January 18, 2018 Executive Session meeting minutes. Mr. Poskanzer seconds the motion. The motion passes unanimously without further discussion.*

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

### **A. Possible financing and repayment options for WWTP replacement and expansion.**

*There is nothing to report at this time.*

### **B. Setting a time and place for future meetings of the District Board. Mr. Busch will check with each board member regarding their availability to meet.**

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

### **A. Contract Amendment(s) with Sunrise Engineering for: (a) Construction**

**Administration of Phase 1 Improvements to the WWTP (not to exceed \$29,000) and**

**(b) additional engineering services for Phase 2 of Improvements to WWTP (\$20,900).** *Mr. Poskanzer made a motion to reject the contract amendments with Sunrise Engineering for a) Construction Administration of Phase I Improvements to the WWTP (not to exceed \$29,000) and to approve (b) additional engineering services for Phase 2 of improvements to WWTP (\$20,900). Mr. Barreira seconded the motion. The motion passed unanimously without further discussion.*

**B. Purchase Order for a backup generator for Phase 1 of Improvements to the WWTP.**

*To date, Mr. Busch has received three quotes for generators. Mr. Busch stated that he has yet to receive one that Mr. Poteet was to obtain. Mr. Busch said that Mr. Poteet stated he would submit one that was not as costly and with quicker delivery than the quotes Mr. Busch had already received. Mr. Busch stated that this backup generator is for phase 1 and was not crucial to the plant expansion and therefore would wait for Mr. Poteet's quote. No action taken at this time.*

**C. Service to Talking Rock, Section 11, Township 16N, Range 3W, known as Sterling Ranch at Talking Rock.** *Mr. Barreira stated that the District does not have a capacity assurance form signed by Developer for Sterling Ranch, but a letter from the Developer's engineer. He stated that a response letter include the District's conditions. By way of consensus, Mr. Whittington was asked to draft a response letter with the District's proposals.*

**9. ADJOURNMENT**

*Therefore, the meeting was adjourned at 5:10 p.m.*

---

Date

Board Clerk