

# INSCRIPTION CANYON RANCH SANITARY DISTRICT

P.O. Box 215 Chino Valley, AZ 86323

~PUBLIC SESSION MINUTES~

November 17, 2017

**Date:** Friday November 17, 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 9:00 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:

- Davin Benner
- Clint Poteet
- Derek Scott

## 3. CALL TO THE PUBLIC

There was nothing to report.

## 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. Discussion and consideration of the employment agreement and status of the District Manager, including term of employment**
- B. Possible financing and repayment options for WWTP replacement and expansion.**
- C. Possible Storage Building at the wastewater treatment plant**

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

**RECESS from Executive Session at approximately 9:25 a.m.**

**PUBLIC MEETING IS ONCE AGAIN IN SESSION**

*Mr. Poskanzer made a motion to add item 7A from the agenda to the Executive Session agenda.*

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

*Public session was recessed to return to the Executive Session.*

**RECONVENE from Executive Session at approximately 9:58 a.m.**

## **5. REPORTS**

### **Report from District Manager**

- **Status of Plant Operations and Bidding for phase 1 of WWTP Improvements.** *Mr. Busch stated that only one firm was expected to return a bid.*
- **Status of Financial Review.** *Mr. Busch stated that Alyx Cohen had all the necessary information necessary to submit to the Yavapai County Assessor's office.*
- **Plant treatment daily averages.** *Mr. Busch reported 47,434 gallons per day for the month of September and 47,089 gallons per day.*
- **Request for Public Records.** *Mr. Busch stated that he has since responded to the request. He mailed the response via certified mail and hasn't heard from them since the initial request.*

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

- **Minutes of Hearings & Public Meeting of September 1, 2017**
- **Executive Session Minutes of September 1, 2017**
- **Reimbursement to District Manager for 11.28.**

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

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

- A. Possible financing and repayment options for WWTP replacement and expansion.**  
*Nothing to report at this time.*
- B. Discussion and consideration of the employment agreement and status of the District Manager, including term of employment.** *There is nothing to report at this time.*
- C. Setting a time and place for future meetings of the District Board.** *The proximate meeting for the Inscription Canyon Ranch Sanitary District is set for December 7, 2017 at 8:00 am at the Conference Room at 5360 W. Inscription Canyon Drive, Prescott AZ.*
- D. Approval for District Manager to purchase and construct storage building for the WWTP in the amount not to exceed \$3,600. District Manager will be reimbursed for the actual cost of building and materials.** *No action taken at this time.*

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

- A. Approval of Financial Reports for August and September 2017.** *Mr. Barreira made a motion to approve the financial reports for August and September 2017. Mr. Dickrell seconded the motion. The motion passed without discussion.*

**B. Approval of Capacity Assurance Forms for the Club Cabins at Talking Rock and approval to submit plans to Lyon Engineering for review.** *Davin Benner explained the need for the District/Board to fill out and sign the Capacity Assurance forms. Mr. Poteet explained that the plan was to develop a total of 7 cabins for use in marketing TRR, beginning with one or two. Mr. Barreira stated that the District/Board was concerned about signing the forms because the District had already signed off on other projects that would exceed the plant capacity. Mr. Benner stated that some of the projects they signed off on, were not actually hooked up and being used. Mr. Poteet expressed his concern about not being able to move forward with the project. There was some discussion that the District is in the planning and engineering stages of a plant expansion that would take capacity to 125,000 gallons per day. Mr. Poteet also expressed his disdain for being kept out of communications regarding the plant expansion plan. Mr. Poskanzer and Mr. Barreira responded by stating that Mr. Poteet, was invited to meetings with the engineer for the project and invited on a field tour of a proposed plant. Mr. Barreira stated that the District was held up because of the lack of finances and was hoping to talk with Talking Rock Ranch regarding assistance in that matter. Mr. Poteet stated that the conversation should happen sooner than later. Mr. Poskanzer also stated that parts of the Development Agreement had become non-functional and would need to be discussed with Talking Rock and Clint Poteet. Mr. Benner asked what stage the expansion project was in. Mr. Busch stated that Phase II of the project was at 30% design completion. Mr. Poteet was invited to the District Board Meeting on December 7<sup>th</sup>, to review and comment on the design. It was the Board consensus that the District Chair would sign the forms and it was agreed that Mr. Benner would send modified forms to Mr. Busch to be filled out and signed. It was the consensus of the Board to send the plans for the Club Cabins at Talking Rock to Lyon Engineering for review and comment.*

**C. Approval to purchase Candy Carbon chemicals from Bio Lynceus for use at the treatment plant.** *Derek Scott discussed a proposal to utilize a product that would potentially replace the use of menthol at the plant, and cost considerably less. It was his recommendation to try the product for 90 days. Mr. Poskanzer made a motion to approve the purchase of Candy Carbon chemicals by Derek Scott. Mr. Dickrell seconded the motion. The motion passed unanimously.*

**D. Workers Compensation Insurance Proposal** *A proposal from NFP insurance for Workers Compensation coverage from Amtrust Insurance for 2018 was discussed. The coverage would cost \$418. Mr. Barreira made a motion to approve the Workers Compensation Insurance Proposal. Mr. Dickrell seconded the motion. The motion passed unanimously without discussion.*

## **9. ADJOURNMENT**

*Therefore, the meeting was adjourned at 11:25 a.m.*

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Date

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Board Clerk

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