

**INSCRIPTION CANYON RANCH SANITARY DISTRICT**

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

**~PUBLIC SESSION MINUTES~**

**approved January 21, 2015**

**December 16, 2014**

**Date:** Tuesday December 16, 2014

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

**Place:** 5360 W Inscription Canyon Dr, Prescott, AZ 86305

**1. CALL TO ORDER.**

The Governing Board for the Inscription Canyon Ranch Sanitary District convened into public session at approximately 9:00 a.m.

**2. ROLL CALL.**

Present were Bill Dickrell, Chairman; Al Poskanzer, Board Member; David Barreira, Board Member; Bill Whittington, District Counsel; Bob Busch, District Manager and Isabel Yribe, District Clerk.

Guests: Bill Weber  
Bob Hilb

**3. CALL to the PUBLIC** *No comments from the public audience were made.*

**4. NEW BUSINESS (Agenda item taken out of order)**

A. Approval of insurance proposal (Alteris Insurance Services, Inc.) presented by Bill Weber of Weber Insurance Agency. *Mr. Weber spoke to the board members regarding the pending talks with prospective agencies in order to lower the District's insurance premiums. It is his hope to have the districts D&O premiums lowered and perhaps obtain umbrella coverage as well. The district is still feeling a higher premium rate as it had been in litigation in previous years. Mr. Weber stated that the information he is providing today are working notes as he is yet to meet with other insurance agencies to hopefully obtain a lower rate. There is no further action needed at this time.*

**5. Bill Dickrell made a motion to 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. Ratification of action by Board Member Al Poskanzer regarding directions to legal counsel Jeffrey Coughlin in the matter in (A) above.
- C. Damages incurred in conjunction with the defense of the developer lawsuit and possible direction to pursue settlement.
- D. Reserve Study prepared by Facility Advisors.
- E. Essential Record List to be filed with Ariz State Library, Archives & Public Records.
- F. Firm or firms to prepare application for Amendment to Aquifer Protection Permit (APP #103119) and to design and to construct associated upgrades/improvements to the treatment plant.
- G. Board Chair - possible transition to another Board Member

*David Barreira seconded the motion. The motion passed unanimously without discussion.*

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

**Executive session began at approximately 9:45 a.m.**

**RECONVENE INTO PUBLIC SESSION at approximately 10:38 a.m.**

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

- Reimbursement to District Manager for \$55.37.  
(A&E Reprographics- copy of TRR Sewer Design Reports on disc \$55.37)

*Mr. Dickrell made a motion to approve the consent agenda. Mr. Poskanzer seconded the motion. The motion passed unanimously without discussion.*

**7. 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.** *There is no action needed at this time.*
- B. Ratification of action by Board Member Al Poskanzer regarding directions to legal counsel Jeffrey Coughlin in the matter in (A) above.** *Mr. Dickrell made a motion to approve the ratification of action as stated above. Mr. Poskanzer seconded the motion. The motion passed unanimously without discussion.*
- C. Damages incurred in conjunction with the defense of the developer lawsuit and possible direction to pursue settlement.** *Mr. Dickrell made a motion to authorize legal counsel to proceed as instructed in executive session. Mr. Poskanzer seconded the motion. The motion passed unanimously without discussion.*
- D. Approval of Draft Reserve Study prepared by Facility Advisors.** *There was a brief discussion regarding the Restricted and Unrestricted accounts and how this*

would affect the suggestions in the reserve study. The board members were in agreement that this reserve study would serve as a guideline on how to run the daily operations of the districts sanitary facilities. The record reflects that there were discussions regarding the allocation of the Unrestricted and Restricted accounts as they were not included in the study.

Mr. Dickrell made a motion to approve the Draft Reserve Study. Mr. Barreira seconded the motion. The motion passed unanimously without further discussion.

- E. Approval of Essential Record List to be filed with Ariz State Library, Archives & Public Records.** Mr. Dickrell made a motion to approve the Essential Record List to be filed with the Arizona State Library, Archives and Public Records with the correction made in the "Essential Designation" column: a #6 changed to #5 as it was a typographical error. Mr. Barreira seconded the motion. The motion passed unanimously without further discussion.
- F. Setting a time and place for future meetings of the District Board.** The next meeting was tentatively set for January 21, 2015 as the District still needs to confer with Mr. Weber regarding the insurance quotes and his availability is unsure. No time was set at this time. Mr. Busch will notify the board members at a future time.

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

- A. Approval of insurance proposal (Alteris Insurance Services, Inc.). Presented by Bill Weber- Weber Insurance Agency.** There is no action needed at this time.
- B. Acceptance of FYE 2014 Financial Report prepared by Alyx Cohan, CPA, approval to sign management representation letter and approval to file Financial Report with Yavapai County.** Mr. Dickrell made a motion to accept the FYE 2014 Financial Report prepared by Alyx Cohan, CPA, and approve the management representation letter as prepared to be executed by the board chairman and to be filed with Yavapai County by Mr. Busch. Mr. Barreira seconded the motion. The motion passed unanimously without discussion.
- C. Approval of Essential Record List to be filed with Ariz State Library, Archives & Public Records.** This item was duplicated and therefore deleted.
- D. Selection of firm or firms to prepare application for Amendment to Aquifer Protection Permit (APP#103119) and design and construct associated upgrades/improvements to the treatment plant.** There was a brief discussion regarding this matter. Mr. Dickrell stated that the District's previous RFQ went unanswered and therefore the Board should decide how it would proceed. Mr. Dickrell stated that the District had the luxury of having time to decide this matter. Mr. Barreira stated that the District needed to get squared away with the ADEQ and the District's permit. Mr. Dickrell stated that he received information on a prospective vendor (Currier Construction Co.) and its concept to build out in phases, regarding the expansion of the plant. Acting on Mr. Whittington's recommendation, Mr. Dickrell made a motion that Mr. Busch prepare an RFQ for conceptual plant expansion, for review and approval by the Board at its next

meeting. Mr. Poskanzer seconded the motion. The motion passed unanimously without further discussion.

**E. Manager's role in review of meeting minutes.** *There was a brief discussion regarding the role of the manager regarding the meeting minutes. Mr. Dickrell stated that the District Clerk should have the final approval in posting the meeting minutes. Mr. Dickrell made a motion that the District Clerk be the final say in posting of the Public session minutes with the input of Mr. Busch in the executive session, ONLY if requested, by the District Clerk. Mr. Barreira seconded the motion. The motion passed unanimously without further discussion.*

**F. Board Chair - possible transition to another Board Member** *Mr. Dickrell made a motion to appoint Mr. Poskanzer as board chairman, until further notice, and that Mr. Barreira is appointed as District Clerk. Mr. Barreira 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