

INSCRIPTION CANYON RANCH SANITARY DISTRICT

P.O. Box 215 Chino Valley, AZ 86323

~PUBLIC SESSION MINUTES~

**January 21, 2015
(revised Feb 6, 2014)**

Approved May 27, 2015

Date: Wednesday January 21, 2015

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

Bill Weber

Bruce Eldredge

3. CALL to the PUBLIC *No members of the public were present and there were no comments made.*

4. Dave Barreira 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. Damages incurred in conjunction with the defense of the developer lawsuit and possible direction to pursue settlement.

C. RFQ for conceptual design of improvements to wastewater treatment plant, appointment of selection committee and professional services agreement to be used for the services.

Bill Dickrell 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 9:05 a.m.

RECONVENE INTO PUBLIC SESSION at approximately 9:35 a.m.

REPORTS

Report from Accountant

- **Review of Financial Reports for November & December, 2014 and adjustments to FYE June 2014 Reports** *Mr. Eldredge proceeded with his financial reports. The board received clarifications on questions they had regarding line items. There was a discussion about two items on the December reports. One, concerned a negative \$700 shown for “Consulting Fees-Other”. It was determined that since it represented a reimbursement from Harvard for engineering costs the District incurred to review TRR phase 11 plans, it should be an income item. The other, an amount of approximately \$19,000 was shown as “Restricted Capital” expenditure should be shown as an “Unrestricted Capital” expenditure.*
Mr. Poskanzer moved to accept the financial reports with changes as discussed. Mr. Barreira seconded. Motion passed unanimously.

Report from District Manager

- **Status of Plant Operations** *Mr. Busch reported that installation of the odor control mechanism at the plant was completed for approximately \$6,500. He also stated that half of that amount was paid for by the developers. The alarm system has also been installed and is up and running efficiently. Mr. Busch also stated that AI Quality is working well for the District and that the plant has been received no violations during inspections.*
- **Plant treatment daily averages** *Mr. Busch reported that the average daily flows were approximately 40,000 gallons per day for November and December.*
- **Status of Sludge Handling Pilot Project** *Mr. Busch reported that to date the Sludge Handling Pilot Project has saved the District approximately \$23,000. Currently the sludge bagging is at 80,000 gallons for one bag, since May.*
- **Notice of Public Meetings – District compliance** *Mr. Busch reported that the County the statute concerning posting notice of meetings has changed, with more emphasis on posting notices on public entity websites. Mr. Whittington stated that it is not necessary as of yet, but will soon be the norm and possibly law.*

Mr. Dickrell asked if the repayment for infrastructure amount due to developers was due on January 31, 2015. Mr. Busch stated that it would be made on time if he knew the amount that was due. Mr. Dickrell stated that the Board approved the amount of the repayment last year. Mr. Busch agreed and noted that he would have the repayment amount within the next week and the Board could meet any time after that to review and approve. Mr. Dickrell also asked for a status report on Granite Basin Engineering. Mr. Busch stated that he would inquire and report back at the next meeting.

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

Minutes of Meetings

Minutes of Public Meeting November 12, 2014
Executive Session Minutes of November 12, 2014
Minutes of Public Meeting December 16, 2014
Minutes of Executive Session December 16, 2014

Mr. Barreira 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. Missing and unaccounted for records and documents, property of the District, that have not been produced by the previous District Board members.** *There was nothing to report at this time.*
- B. Damages incurred in conjunction with the defense of the developer lawsuit and possible direction to pursue settlement.** *Mr. Poskanzer made a motion that the files pertaining to this matter be kept at Burch and Cracchiolo Law Firm. Dave Barreira seconded the motion. The motion passed unanimously.*
- C. Approval of insurance proposal presented by Bill Weber- Weber Insurance Agency.** *Mr. Weber reported to the board that insurance carriers were still leery of the districts prior legal issues so the premiums would have to stay similar to the ones the district had last year. He also stated that until the districts legal matters were older than five years the premiums should be expected to stay high. Mr. Poskanzer made a motion that the district approve the purchase of the existing D/O Insurance and Alteris package property & liability insurance for a total of approximately \$15,789. Mr. Barreira seconded the motion. The motion passed unanimously without further discussion.*
- D. Setting a time and place for future meetings of the District Board.** *By matter of consensus, the District Manager will notify the board of a date set for a meeting in February pending the matter of repayment to developers.*

8. NEW BUSINESS - DISCUSSION & POSSIBLE ACTION RE:

- A. Approval of financial reports for November and December 2014.** *Mr. Poskanzer stated that these reports were already approved.*
- B. RFQ for conceptual design of improvements to wastewater treatment plant, appointment of selection committee and professional services agreement to be used for the services.** *Mr. Poskanzer made a motion that the Request for Qualifications (RFQ) be approved and that Mr. Busch be authorized to send it out. Also, that he, (Mr. Poskanzer), Mr. Dickrell and Mr. Barreira serve as the selection committee. Mr. Barreira seconded the motion. The motion passed unanimously.*

9. ADJOURNMENT

Therefore the meeting was adjourned at 10:35 a.m.

Date

Board Clerk