

# **Inscription Canyon Ranch Sanitary District**

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Chino Valley, AZ 86323**

## **NOTICE OF MEETING**

The Governing Board of the Inscription Canyon Ranch Sanitary District will meet in a Public Session on Thursday, September 11, 2014 at 1:00 pm. The meeting will be held at 5360 W. Inscription Canyon Drive, Prescott, AZ. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics and any variables thereto will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

### **AGENDA**

1. CALL TO ORDER

2. ROLL CALL OF BOARD MEMBERS

3. CALL TO THE PUBLIC

*Those wishing to address the Inscription Canyon Ranch Sanitary District Board need not request permission in advance. The Sanitary District Board is not permitted to discuss or take action on any item not specifically identified on the agenda (A.R.S. 38-431.01(G)). However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda.*

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. Missing and unaccounted for records and documents, property of the District, that have not been produced by the previous District Board members.
- B. Attorney fees previously paid by the District in the Developer Lawsuit and possible action for reimbursement.
- C. Month to month agreement with Cable One for cable telephone services @ approx \$60.00 per month plus a one-time setup charge of approximately \$175, & termination of services with Table Top Telephone.
- D. Approval of a professional services contract with Lyon Engineering to review design documents prepared by Talking Rock/Harvard engineers for phases 11 of Talking Rock, and other phases as directed, in accordance with terms of the Amended and Restated Development Agreement. Cost is to be reimbursed by Talking Rock/Harvard.
- E. Authorization for District Manager to issue purchase order for a Carbtrol Odor Control Unit (175 cfm capacity- cost of approximately \$3,500.00 plus tax and shipping) and approval for AQuality Water Co. to install the unit at an estimated cost of \$2,000 as an extra to their contract. The expenditure could be considered a plant improvement and could be funded 1/2 from the Restricted Capital Account and 1/2 from developers per the Development Agreement.

- F. Consideration of proposals to perform a reserve study for the District from AssociationStudies.com., of Highland, CA at a cost of \$3,585 and a Facilities Advisors, Inc. (offices in Tempe, AZ) at a cost of \$2,195.
- G. Work order contract to Patton Electric, LLC, DBA EnviroTech Electrical Solutions to furnish and install Mission Cellular Alarm Systems at the Silent Moon and Double Adobe lift stations, and a dialing system and alarms at the ICRSD treatment plant. Total cost is \$7,653.4
- H. Work order contract to Patton Electric, LLC, DBA EnviroTech Electrical Solutions, to furnish and install a 20hp Myers Pump in the Silent Moon Lift Station at a cost of \$11,688.57, plus installation of \$600.00, not including possible upgrading of components to insure compatibility. This expenditure is for capital asset replacement, and would normally be funded from the Unrestricted Capital Account.
- I. Approval to invoice Harvard Investments for electricity and repair costs at Silent Moon Lift Station from 3-1-2012 to date.
- J Professional Services Agreement with Santec Corporation to prepare an application for an amendment to APP #103119. The maximum cost for Santec is \$20,000 Total cost of the permit is estimated at approximately \$30,000.
- K. Proposed Resolution 2014-2 - Cancellation of the November 2014 election
- L. Proposed Resolution 2014-3 - Intergovernmental Agreement for Election Services

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

RECONVENE INTO PUBLIC SESSION

5. REPORTS

Report from Accountant

- Review of Financial Reports for May, June and July, 2014
- Report on status of documents delivered to A. Cohan for 2013-14 financial review.

Report from District Manager

- Status of Plant Operations
  - Plant treatment daily averages
  - Repairs
- Status of Sludge Handling Pilot Project
- Operating Costs/Repairs at Silent Moon Lift Station

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

Minutes of prior meetings

- Executive Session Minutes of June 16, 2014
- Minutes Public Meeting, Rate Hearing and Budget Hearing of June 16, 2014

Reimbursement to District Manager for \$164.06 for:

- Mileage to Phoenix to attend meeting with ADEQ to review status of APP (\$117.60).
- Purchase of 2 flash drives for documents sent to Burch & Cracchiolo, P.C. law firm. (\$17.34)
- Postage- letter to area title companies regarding transfer fees (\$14.08).
- Office supplies- Walmart (\$15.04).

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.
- B. Setting a time and place for future meetings of the District Board.
- C. Attorney fees previously paid by the District in the Developer Lawsuit and possible action for reimbursement.

D. Approval to invoice Harvard Investments for electricity and repair costs at Silent Moon Lift Station from 3-1-2012 to date.

8. NEW BUSINESS - DISCUSSION & POSSIBLE ACTION RE;

- A. Selection of Board President and Clerk in accordance with ICRSD Bylaws Rules & Policies, Section II, Article 14.
- B. Resolution 2014-2 for the approval to execute the Intergovernmental Agreement for Election Services with Yavapai County for handling future election of District Directors.
- C. Approval or resolution 2014-3 requesting the Yavapai County Board Of Supervisors cancel the election scheduled for November 2014, and that the Board of Supervisors appoint William Dickrell to the Board in accordance with ARS 48-2010A(3).
- D. Approval of Financial Reports- May, June & July, 2014.
- E. Authorization for District Manager to electronically sign and execute month to month agreement with Cable One for cable local and long distance telephone services @ approximately \$60.00 per month plus a one time setup fee of approximately \$175, & termination of services with Table Top Telephone.
- F Professional Services Agreement with Santec Corporation to prepare an application for an amendment to APP #103119. The maximum cost for Santec is \$20,000. Total cost of the permit is estimated at approximately \$30,000.
- G. Authorization for District Manager to issue purchase order for a Carbtrol Odor Control Unit (175 cfm capacity- cost of approximately \$3,500.00 plus tax and shipping) and approval for AQuality Water Co. to install the unit at an estimated cost of \$2,000 as an extra to their contract. The expenditure could be considered a plant improvement and could be funded 1/2 from the Restricted Capital Account and 1/2 from developers per the Development Agreement.
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- J Consideration of proposals to perform a reserve study for the District from AssociationStudies.com., of Highland, CA at a cost of \$3,585 and a Facilities Advisors, Inc. (offices in Tempe, AZ) at a cost of \$2,195.
- K. Work order contract to Patton Electric, LLC, DBA EnviroTech Electrical Solutions, to furnish and install a 20hp Myers Pump in the Silent Moon Lift Station at a cost of \$11,688.57, plus installation of \$600.00, not including possible upgrading of components to insure compatibility. This expenditure is for capital asset replacement, and would normally be funded from the Unrestricted Capital Account.
- L. Acceptance of the resignation of Bob Hilb, and the Appointment of a Director to fill his unexpired term (Application Attached for completion and submittal prior to the meeting)

9. ADJOURNMENT

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting District Manager Bob Busch at r.busch@icrsd.net calling 713-0548. Requests should be made as early as possible to arrange the accommodation.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the attached notice was duly posted at 14501 N. Talking Rock Ranch Road, Prescott, Arizona and at 5360 W. Inscription Canyon Drive, Prescott, Arizona on September \_\_\_\_\_, 2014 at \_\_\_\_\_ a.m. /p.m. in accordance with the statement filed by the ICR Sanitary District.

Dated this \_\_\_\_\_ day of September, 2014.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature