

# Inscription Canyon Ranch Sanitary District

P.O. Box 215

Chino Valley, AZ 86323

## NOTICE OF MEETING

The Governing Board of the Inscription Canyon Ranch Sanitary District will meet in Special Session on Tuesday, February 7, 2012 at 9:00 a.m. The meeting will be held at THE DAYS INN, 688 FLETCHER COURT, CHINO VALLEY, AZ IN CONFERENCE ROOM 1. 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. CONSENT AGENDA
  - Approval of Reimbursement Requests:
    - A. Scott Robbins for \$197.58 for mileage and \$91.82 for supplies (total \$289.40)
    - B. Robert Busch for \$316.02 for digital camcorder and \$19.67 for 1-8gb memory card (total \$335.69)
4. REPORTS AND CORRESPONDENCE
  - A. Manager's Report:
    1. Operation of WWTP & claimed spill.
    2. ACT III Final Report
    3. Optional additional insurance coverage
5. CALL TO THE PUBLIC
6. 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 and previous Board Attorneys.
  - B. Proposed procedure for collection of unpaid user fees, late fees and interest charges in connection with user fee billings of September and October 2011 including placing liens on property with balances more than 90 days.
  - C. Status of District for claims for attorney fees.

- D. Possible accommodations under the Americans with Disabilities Act as a result of a request by Mr. Charles O'Brien.
- E. Proposed Amended and Restated Development Agreement between the District and developers (Talking Rock and Whispering Canyon) and the associated Memorandum of Understanding (MOU) executed by the parties.
- F. Proposed Settlement Agreement between the District and developers of The Preserve and the associated MOU executed by the parties.
- G. Proposed Management Representation letter to Alyx Cohan in connection with audit of year ending June 30, 2011 financial statements.
- H. Contract for engineering 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

#### 7. 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 and previous Board Attorneys.
- B. Proposed procedure for collection of unpaid user fees, late fees and interest charges in connection with user fee billings of September and October 2011 including placing liens on property with balances more than 90 days overdue.
- C. District claims for attorney fees.
- D. Possible accommodations under the Americans with Disabilities Act as a result of a request by Mr. Charles O'Brien.
- E. Proposed Amended and Restated Development Agreement between the District and developers (Talking Rock and Whispering Canyon) and the associated Memorandum of Understanding (MOU) executed by the parties.
- F. Proposed Settlement Agreement between the District and developers of The Preserve and the associated MOU executed by the parties.
- G. Proposed Management Representation letter to Alyx Cohan in connection with audit of year ending June 30, 2011 financial statements and approval to submit the Financial Report to Yavapai County.
- H. Consideration of proposals from two engineering firms to serve as District Engineer for the District. Possible vote to:
  - a. Authorize tendering a contract (form approved by BPCWS) to the firm selected
  - b. Authorize Board chairman to sign the contract
  - c. Approve of the first two projects covered by the contract
    - (i) Report on infrastructure acceptance
    - (ii) Recommend improvements to WWTP referenced in the MOU.
  - d. Authorize District Manager to administer and manage the contract

#### 8. OLD BUSINESS

Discussion and possible action re:

- A. Future meeting dates, times and locations

9. NEW BUSINESS

10. ADJOURNMENT

Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting Director Bob Hilb at [hilb@cablone.net](mailto:hilb@cablone.net) or 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 on February \_\_, 2012 at \_\_\_\_ a.m/p.m. in accordance with the statement filed by the ICR Sanitary District.

Dated this \_\_ day of February, 2012.

---

Print Name

---

Signature