

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
FEBRUARY 15, 2024**

1. **Call to order and roll call.** Meeting called to order at 5:35 pm. Board members Tyanna Burton, Ron Bauman, Glen Hoge, Peter Smith, and Alan Dulaney were present. Utility Director Sam Mossman and Accounting Manager Moya Miller were also present.

2. **Call to the Public for Items not on the Agenda.** No members of the public were in attendance.

3. **Manager's Report.** Sam Mossman described ongoing projects and utility operations.

4. **Consent Agenda Items.**

A. Approval of the minutes from the October 5, 2023 Board of Directors meeting.

Burton moved for approval of the minutes, Dulaney seconded, the motion carried unanimously.

B. Approval of a summary of payments made by the utility from June of 2023 through September of 2023.

Burton moved to approve the summary of payments, Bauman seconded, the motion carried unanimously.

5. **Executive Session Items.** None

6. **Regular Agenda Items.**

A. **Discussion and possible action regarding approval of an Inter-Governmental Agreement between the utility and Coconino County for use of the Public Works barn in Kachina Village.**

Staff and the Board discussed the Public Works barn at the Kachina Wetlands and the benefits of formalizing that arrangement with Coconino County. The agreement was deemed favorable to the utility and had been approved by legal counsel. Bauman moved to approve the Inter-Governmental Agreement between KVID and Coconino County for use of the Public Works barn in Kachina Village, Hoge seconded, the motion carried unanimously.

B. **Discussion and possible action regarding the sale of 2003 Dodge Pickup.**

Staff and the Board discussed the sale of the wrecked 2003 Dodge pickup. Burton moved to approve the sale of the 2003 Dodge ¾ Ton Pickup (VIN# 3D7KU26D13G768529), Dulaney seconded, the motion carried unanimously.

C. **Discussion and possible action regarding rates, fees, and the upcoming budget process.**

Staff and the Board discussed the upcoming budget process and schedule. Preliminary plans for presenting the budget to the Board were made. A pending rate increase was also discussed at this time with the staff committing to bringing the financial projections and rate scenarios to the Board in October of 2024 with the intent of getting approval in time for a January 1, 2025 implementation. Staff and the Board also discussed the possibility of adding this and/or future rate increases to the County property tax rolls. Board

direction did not include adding water rates to the tax rolls unless there was a specific need to do so that did not exist at this time.

D. Discussion and possible action regarding ownership and operation of fire hydrants within the District.

The Board and Staff discussed the fire hydrants in Kachina Village, ownership and operation of the hydrants, and the desire to cooperate with Highlands Fire District (HFD). Consensus indicated that the Utility Director could prepare a memo of understanding in cooperation with HFD staff to document ownership, operation, and maintenance for the hydrants within the district to promote staff cooperation between our agencies.

E. Discussion and possible action regarding liens and outstanding debt owed to the utility.

The Board and Staff discussed the current state of utility held liens within the district, the current lien process and options for pursuing collection of these liens. Staff was instructed to research the lien foreclosure process, seek advice from legal counsel, and prepare a draft policy for lien foreclosures to be brought to the Board at a future date.

F. Discussion and possible action regarding legal and auditing services.

The Board and Staff discussed the current state of auditing and legal services. Consensus indicated that Steve Wene and Hinton and Burdock would still represent a good choice for these services. Official approval will be included as part of our budget process.

G. Discussion and possible action regarding 2024 elections and Board seats.

The Board and Staff discussed the upcoming election cycle and the two Board seats that would be up for election this year. Hoge and Bauman indicated they did not intend to seek reelection for the upcoming term. Both indicated they would serve through the end of their term on December 31, 2024. Remaining Board members committed to networking and looking for new potential candidates for open Board seats.

7. Announcements.

A. Future meeting dates.

The next meeting dates required for the budget process were discussed, tentatively set for the last week of March and the first week of May of 2024. The Board and Staff will confirm those dates in the near future.

B. Future Board agenda items.

None additional agenda items were requested at this time.

Adjourned at 8:14 pm