

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
August 8, 2019**

1. **Call to order and roll call.** Meeting called to order at 5:37 pm. Board members Tyanna Burton, Peter Smith, Ron Bauman, 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.**

4.A **Approval of the minutes from the July 31, 2019 Board of Directors meeting.** Burton moved for approval, Bauman seconded; motion carried unanimously.

4.B **Approval of KVID expenditure summary from 7/1/19 through 8/1/2019.** Bauman moved for approval, Dulaney seconded; motion carried unanimously.

5. **Executive Session Items.** None.

6. **Regular Agenda Items.**

6.A **Board member Officer assignments.** Discussion and motion to assign members to Officer positions as follows: Chair – Peter Smith, Vice Chair – Alan Dulaney, Treasurer – Tyanna Burton, Secretary – Ron Bauman, Clerk – Glenn Hoge. Dulaney moved for approval, Burton seconded; motion carried unanimously.

6.B **Appointment of the Utility Director as the hiring manager.** Approval of making the Utility Director responsible for hiring and firing of District staff, as well as setting their wages and compensation. Personnel actions involving the Utility Director will still remain the responsibility of the Board. Burton moved for approval, Bauman seconded; motion carried unanimously.

6.C **Authorization authority for utility expenditures.** The purchasing and expenditures was discussed by the Board and staff. The following policy was proposed:

Approval of Expenditures:

Expenditures up to \$15,000 – at the Utility Director's discretion with the Treasurer of the Board's approval
Expenditures over \$15,000 – with Board approval (note that budgeted items will be considered approved by the Board if the expenditure is in line with funds allocated in the approved budget)

A summary of all expenditures will appear on the Board's consent agenda for review at each meeting.

Due Diligence in Pricing:

Expenditures up to \$3,000 – at staff's discretion

Expenditures over \$3,000 – with either 3 bids requested, single source justification from the Utility Director, valid contract with the shared contracts group for the State of Arizona, or similar indication of due diligence.

Dulaney moved for approval, Burton seconded; motion carried unanimously.

6.D **Discussion regarding KVID's Capital Improvement Program.** Staff and the Board discussed the CIP, ongoing efforts to begin the CIP, and next steps with WIFA.

6.E **Discussion of KVID's FY20 budget.** Staff and the Board discussed an overview of the FY20 budget.

6.F **Policy regarding residents contacting the Board of Directors.** Discussion of appropriate responses to resident inquiries (when to ask for a call to the public, when to ask for an item to be placed on the agenda, when to instruct staff to contact the customer, etc.). Staff will set up a boardofdirectors@kachinawater.com email address and forward information to the Board. Burton moved for approval, Bauman seconded; motion carried unanimously.

6.G **Discussion of Board Stipends.** The Board discussed pros and cons of a Board stipend. The item was deferred to the next meeting when all Board members could be present.

6.H **Approval of a contract for the Tolani sewer project with Mountain High Excavating in the amount of \$151,081.34.** Burton moved for approval, Dulaney seconded; motion carried unanimously.

6.I **Discussion of Griffith Springs impacts to KVID.** Staff and the Board discussed that Griffith Springs would not have a direct impact on KVID, but noted that continued growth in the area means more demand on the Coconino Sandstone Aquifer, and that may have long term effects on water supply in Kachina Village.

6.J **Discussion of grinder pump lots in Kachina Village.** Staff and the Board discussed the need for grinder pumps in designated lots and KVID policy regarding pump lots.

7. **Announcements.**

A. **Future meeting dates.** Tentatively set for September 12, 2019 at 5:30 pm, location may change to the KVID offices.

B. **Future Board agenda items.** Board Officer terms, Board stipends

Adjourned at 7:42 pm.