

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
September 26, 2019**

1. **Call to order and roll call.** Meeting called to order at 5:33 pm. Board members Tyanna Burton, Peter Smith, Ron Bauman, and Glenn Hoge 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 August 8, 2019 Board of Directors meeting.** Burton moved for approval, Bauman seconded; Burton, Smith, and Bauman voted for, Hoge abstained.
 - 4.B **Approval of KVID expenditure summary from 8/1/19 through 9/1/2019.** Burton moved for approval, Bauman seconded, the motion carried unanimously.
5. **Executive Session Items.** Burton moved that the Board go into an executive session, Hoge seconded, the motion carried unanimously. The Board held an executive session to discuss a potential real estate purchase by the utility. At the close of the executive session Burton moved to return to regular session, Hoge seconded, the motion carried unanimously.
6. **Regular Agenda Items.**
 - 6.A **Discussion and possible action regarding Board Officer terms.** Discussion of Board Office terms and a motion to revisit Board Officer assignments during the first meeting of each new calendar year beginning in 2021. Burton moved for approval, Hoge seconded, the motion carried unanimously.
 - 6.B **Discussion and possible action regarding staff retention bonuses.** Discussion of retention bonuses for staff, as provided by the NAPEBT governance transition model. The Board of Directors showed support for staff retention bonuses and moved that all staff (including the Utility Director) be paid a retention bonus equal to 5% of the annual salary, to be paid in two equal installments one at the end of September 2019, and one at the end of January 2020. Hoge moved for approval, Bauman seconded, the motion carried unanimously.
 - 6.C **Authorization authority for utility expenditures.** KVID staff discussed the well 3 outage and repair. Burton moved for approval of expenditures to cover the KP Ventures invoice for \$30,584.27, Hoge seconded, the motion carried unanimously.
 - 6.D **Discussion regarding KVID's Capital Improvement Program.** Staff and the Board briefly discussed ongoing efforts towards the CIP, next steps with WIFA, and the need for the debt authorization agreement (pending the next meeting).
 - 6.E **Discussion and possible action regarding an Assistant Utility Director position.** KVID staff discussed the implementation of the Assistant Utility Director position and the impacts of hiring or not hiring for that position. Staff recommended that the Assistant Utility Director position not be filled at this time, as the workload at the utility would not justify the additional cost in salary and benefits. The Board endorsed this recommendation.
 - 6.F **Discussion and possible action regarding Board of Directors open meeting training.** Open meeting law training is required for our Board and is available from the Coconino County Attorney's Office. Staff will work to arrange the needed training.

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 **Discussion and possible action regarding KVID surplus asset disposal.** Discussion on the policies for disposing of unneeded utility assets. The Board moved that items considered capital assets (purchase price of more than \$5,000 and/or vehicles) should be brought to the Board for approval before being disposed of. Other items can be disposed of at staff discretion provided due diligence is used in obtaining revenue for the disposal. Bauman moved for approval, Burton seconded, the 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 and possible action regarding KVID Board of Directors contacts.** The Board reviewed the two contacts directed at the Board, no action was taken.

7. Announcements.

- A. **Future meeting dates.** Tentatively set for November, 14 2019 at 5:30 pm, at the KVID offices.
- B. **Future Board agenda items.** Board Officer terms

Adjourned at 7:11 pm.