

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
NOVEMBER 5, 2020**

1. **Call to order and roll call.** Meeting called to order at 5:30 pm. Board members Tyanna Burton, Peter Smith, Ron Bauman, Alan Dulaney, 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.**
 - A. Approval of the minutes from the June 30, 2020 Board of Directors meeting

Burton moved to approve, Dulaney seconded, the motion carried unanimously.
 - B. Approval of a summary of payments made by the utility for June through October of 2020.

Bauman moved to approve, Burton seconded, the motion carried unanimously.
5. **Executive Session Items.** None
6. **Regular Agenda Items.**
 - A. **Discussion and possible action regarding auditor selection for the FY20 audit.**

The Board and staff discussed the auditor proposals that were submitted. Hoge moved that Hinton Burdick be engaged to provide audit services for KVID's FY20 financials. Burton seconded. The motion carried unanimously.
 - B. **Discussion and possible action regarding attorney selection for FY21.**

The Board and staff discussed the merits of the utility's current counsel. Dulaney moved that Steve Wene continue to serve as legal counsel for KVID through the fiscal year ending in 2021. Burton seconded. The motion carried unanimously.
 - C. **Discussion and possible action regarding staff training options during Covid.**

Staff presented current training options available for water and wastewater operators and the availability of training online during the pandemic. Dulaney offered additional resources to look for training opportunities. No Board action was taken regarding this agenda item.
 - D. **Discussion and possible action regarding extra holiday time off for staff.**

Staff indicated the previous County Board of Supervisors' tradition of offering an extra day off for staff to use during the holiday season. The Board agreed that it was a good way to send a positive message to staff and would have minimal impact on utility operations or costs. Bauman moved that KVID staff be provided with an additional paid day off during the holiday season, as administered by KVID management. Hoge seconded. The motion carried unanimously.

E. Discussion and possible action regarding engaging with Coconino County Public Works regarding the equipment barn located at the Kachina Wetlands.

The Board directed staff to engage with Coconino County Public Works to formalize an agreement regarding the equipment barn at the Kachina Wetlands. While there is a desire to capture some resources to support maintenance of the gate and other expenses, the Board generally agreed that there was not a desire to force the County out and that the location of the equipment barn helped provide services to the community. KVID management will begin the process with Public Works in the hopes of bringing an MOU to the Board for approval.

F. Discussion of the pending Kachina Highlands development.

Staff and the Board discussed the current state of the pending Kachina Highlands development as well as the potential next steps that would occur once the developers choose to engage with KVID. Staff and the Board also discussed the Board's purview in this matter and the utility's commitments to provide service within the district as well as an obligation to make sure that existing residents do not bear the cost of any development within the district.

G. Discussion and possible action regarding the zoning notice and an opportunity to provide dissent on the rezoning of the Kachina Highlands development.

Staff and the Board continued the discussion about the pending Kachina Highlands development and the Board's purview in this matter. The Board elected to take no action on this matter, deciding that it was not appropriate for the utility to either endorse or dissent against the development.

7. Announcements.

A. Future meeting dates.

The next meeting will be scheduled in January, based on Board availability and the timing of audit completion.

B. Future Board agenda items.

Potential items include: Audit certification, an MOU with Public Works, and preparation for the FY22 budget process.

Adjourned at 6:50 pm