

BIG PARK WW IMPROVEMENT DISTRICT - FINANCE COMMITTEE

Meeting Minutes

Location: Improvement District Services, 3603 Crossings Drive, Prescott, AZ 86305

Start Time: 9:00am

Date: September 11, 2019

David Sheets, Jim Kautz and Gary Livermont present. Also present and participating: Jennifer Bartos and Diana King, Improvement District Services, Inc.; Robert Kozak, District's Attorney

Topics to be discussed:

1. Discussion regarding the old wastewater treatment plant property.
The District's Attorney, Robert Kozak, discussed the steps that should be taken to sell or lease the District's property. It was also confirmed that the current easement is only for sewer line maintenance and would not convey to a tenant.
2. Discussion/overview of QuickBooks capabilities to produce a month-to-month budget to actual report.
The report was reviewed with Diana.
3. Discussion regarding the upcoming annual audit and review/status of last year's audit findings where recommendations were made in the Management Recommendation Letter.
Jennifer and Diana shared information from WIFA on audit requirements. They told the Committee of other auditors that may be available for District Audits. The Committee requested three proposals from auditors by October 1st.
4. Update on ERU consulting report and anticipated ERU Ordinance amendments.
Jennifer reviewed a summary of the report and will present recommendations to the Board at the September 18th meeting.
5. Discussion regarding a study on potential capacity fees.
Jennifer and Diana will create a report showing capacity used, paid but not connected and an estimate of potential upcoming capacity fees.
6. Re-use contract renewal discussion.
Reuse costs were discussed and discussions will continue as this contract expires in May 2020.

Finance Committee Meeting Guidelines: The meeting will be held in accordance With A.R.S. Title 38 Open Meeting Laws. Board and attendees participation shall be civil and courteous. Any disruptive behavior could result in removal from the meeting. Comments and questions from the public shall be called upon by the Committee Chairperson and shall begin with stating and spelling of the speaker's name. All comments and questions shall be directed to the Board Chairperson. Persons with a disability may request a reasonable accommodation by contacting Jennifer Bartos, Clerk of the Board of Directors, for the Big Park Domestic Wastewater Improvement District; Improvement District Services; Inc. at (928) 443-9484. Requests should be made as soon as possible to allow time to arrange the accommodation. Requests for copies of committee meeting minutes or other District documents ~ or complaints should be submitted in writing to: Improvement District Service ~ 3603 Crossings Drive, Prescott, AZ 86305.