

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
JANUARY 30, 2025**

1. **Call to order and roll call.** Meeting called to order at 5:30 pm. Board members Tyanna Burton, Peter Smith, and Alan Dulaney were present. Utility Director Sam Mossman and Accounting Manager Moya Miller were also present. Alice Bauman was invited in response to her letter of intent for serving on the Board of Directors. Retiring Board members Ron Bauman and Glenn Hoge, as well as Jill Rundall (Kachina Village Resident at 2835 Echo Cave) were in attendance.

2. **Call to the Public for Items not on the Agenda.** Jill Rundall indicated her attendance was based on her interest in speaking about water and wildfire education to the board as well as being present for the discussion on rates and fees for the district.

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

4. **Consent Agenda Items.**
 - A. Approval of the minutes from the November 14, 2024 Board of Directors meeting.

Alice Bauman noted a typo under the item regarding the FY25 Budget Adjustment, correcting \$400,00 to \$400,000. Burton moved to approve the minutes as amended, Dulaney seconded, the motion carried unanimously

 - B. Approval of a summary of payments made by the utility in November and December of 2024.

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

5. **Executive Session Items.** None

6. **Regular Agenda Items.**
 - A. **Discussion and possible action regarding recognition for outgoing Board of Directors members.**

Staff and the Board discussed Ron Bauman and Glenn Hoge's contribution to the inaugural Board of Directors and how much their service helped to provide a strong start to the fledgling Board. Plaques were awarded to them in recognition of their service to the community.

 - B. **Discussion and possible action regarding water and wildfire education.**

Jill Rundall started a discussion about wildfire risks in Kachina Village and the need for community education. The Staff and the Board discussed options and ideas for getting a local committee together to spearhead education in Kachina Village. Jill Rundall was gauging interest from the Board in participating, but it was agreed by consensus that the Utility was on board, but not suited to be at the forefront of the effort. Staff discussed the utility's operations plan if wildfires were to threaten Kachina Village and the overall availability of water resources for firefighting in the district. The Board directed staff to prepare an informational document explaining the utility's expectations during a wildfire scenario.

C. Discussion and possible action regarding vacancies on the Board of Directors and appointing new members.

Staff and the Board discussed the vacant Board seats and the process for appointing new members. Alice Bauman's letter of intent was discussed and her willingness to serve on the Board of Directors. Dulaney moved that Alice Bauman be appointed to one of the vacant seats for the balance of the four-year term, effective immediately. Burton seconded, the motion carried unanimously.

D. Discussion and possible action regarding Board member roles for the new term.

The Board and Staff discussed the Board roles and the responsibilities and who would be suited for each role. Burton moved that Smith retain the role of Chair, Dulaney retain the role of Vice Chair as well as taking on the duties of Secretary, Burton take on the role of Clerk, and that Bauman take on the role of Treasurer. Bauman seconded, the motion carried unanimously.

E. Discussion and possible action regarding siting study and construction of a new well for KVID.

Dulaney led a discussion about the current political climate and legislation that may affect ground water rights in Arizona. Staff related their efforts to lock in a contractor and scope of work for the new well project, with the intent of having those items in place ahead of the next Board meeting. Dulaney indicated the importance of documenting the project being underway as well as the importance of keeping this item on the agenda.

F. Discussion and possible action regarding setting taxes, rates, and fees for the District.

The Board and Staff discussed the current financial state of utility, the budget outlook for future years, and a draft of what the new rates and fees schedule might look like. The Board and Staff discussed the merits of a single rate increase versus a stepped increase over several years to makeup the shortfall, with consensus settling on a single rate increase at the end of the current fiscal year. Staff received direction from the Board and will draft a final version of the proposed rates for discussion at the next meeting. The process for changing the rates and fees was also discussed, along with the requirements for public notice and the public hearing. Staff and the Board discussed the public notification strategy and ideas on what would go into the district mailer. Staff will prepare a draft of the public notice and finalize the timeline for the process ahead of the next meeting.

G. Discussion and possible action regarding the FY26 budget.

The Board and Staff discussed the upcoming budget process and timeline. Staff discussed a high-level overview of the budget and received feedback on the process. Staff will prepare a draft budget for review and discussion for the next Board meeting.

7. Announcements.

A. Future meeting dates.

The next meeting date is tentatively set for the first half of March.

B. Future Board agenda items.

Dulaney requested that the well siting and construction project appear at future meetings.
The FY26 Budget and rates and fees will appear on future agendas.

Adjourned at 8:38 pm