

**MINUTES OF PUBLIC MEETING OF THE
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT
NOVEMBER 14, 2024**

1. **Call to order and roll call.** Meeting called to order at 5:30 pm. Board members Tyanna Burton, Ron Bauman, Glen Hoge, Peter Smith, 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.** Alice Bauman was in attendance and made a statement about her interest in serving on the Board of Directors. The Board invited her to come to the January meeting to discuss.

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

4. **Consent Agenda Items.**

A. Approval of the minutes from the May 23, 2024 Board of Directors meeting.

Bauman moved to approve the minutes, Hoge seconded, the motion carried unanimously

B. Approval of a summary of payments made by the utility from May through October 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 authorization for the Utility Director to execute documents relating to the Northern Arizona Public Employees Benefits Trust (NAPEBT).**

Staff and the Board discussed NAPEBT's role in benefits for the staff, the pending re-draft of the trust agreement, and the advantages of having the Utility Director being able to sign the agreements. Bauman moved to authorize the Utility Director to execute documents relating to the Northern Arizona Public Employees Benefits Trust, Hoge seconded, the motion carried unanimously.

B. **Discussion and possible action regarding pending vacancies on the Board of Directors.**

Staff and the Board discussed the two empty Board seats that will come up in January of 2025 and the process for appointing new Board members. The Board thanked Bauman and Hoge for their service. Smith brought up getting the departing Board members a plaque or some other token of our collective gratitude. Dulaney moved that KVID staff arrange a plaque or other suitable recognition of service for Board members Hoge and Bauman, Burton seconded, the motion carried three in favor, with Bauman and Hoge abstaining from the vote.

C. **Discussion and possible action regarding potential liens and foreclosures by KVID.**

Staff and the Board discussed the foreclosure process and the advice provided by our attorney. Staff will draft a lien/foreclosure policy and bring it to the Board for approval

and addition to the rules and regulations at a future meeting. Staff will research options for retaining an attorney that specializes in foreclosures and bring that to the Board at a future meeting. No Board action was needed at this time.

D. Discussion and possible action regarding a FY25 budget amendment.

The Board and Staff discussed the need for a new well at KVID, the challenges and expense of constructing a well, and the need for new equipment to support KVID being able to conduct their own excavations.

Hoge moved that the FY25 budget be increased by \$400,00 overall (to a total of \$3,956,270) and that these new funds and the line-item expenditure for Land Purchase for Well Site (\$350,000) be added to the line-item for Well 5 Drilling and Installation (bringing it to a total of \$1,500,000). Dulaney seconded, the motion carried unanimously.

Burton moved that the FY25 budget be increased by \$35,000 overall (to a total of \$3,991,270) and that these funds be added to a new line item, Mini-Excavator Purchase. Bauman seconded, the motion carried unanimously.

E. 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, the expected infrastructure investments, and other item related to the long-term financial stability of the utility. The rate cases were examined and discussed, as well as the next steps needed to conduct a rate increase ahead of FY26. Staff will work on finishing the plan for rate adjustment and bring back to the Board at a future meeting. No Board action was required at this time.

7. Announcements.

A. Future meeting dates.

The next meeting date is tentatively set for the second week of January. 3-4 more monthly meetings will be needed early in 2025 to accommodate budget and rate adjustments.

B. Future Board agenda items.

Board appointments, rate adjustment, and foreclosures will all appear on future meeting agendas.

Adjourned at 8:22 pm.