

**MINUTES OF PUBLIC MEETING OF THE  
KACHINA VILLAGE DOMESTIC WATER IMPROVEMENT DISTRICT  
January 30, 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. Rose Winkeler from the County Attorney's Office was also present.
2. **Work Session.** Rose Winkeler, from the Coconino County Attorney's Office, provided training on public meeting laws for the Board of Directors.
3. **Call to the Public for Items not on the Agenda.** No members of the public were in attendance.
4. **Manager's Report.** Sam Mossman described ongoing projects and utility operations.
5. **Consent Agenda Items.**
  - 5.A **Approval of the minutes from the November 14, 2020 Board of Directors meeting.** Bauman moved for approval, Burton seconded, the motion carried unanimously.
  - 5.B **Approval of KVID expenditure summary for November and December.** Hoge moved for approval, Dulaney seconded, the motion carried unanimously.
6. **Executive Session Items.** None
7. **Regular Agenda Items.**
  - 7.A **Discussion and possible action regarding KVID's budget reporting methods and the upcoming FY2021 budget process.** Staff and Director Hoge presented the draft budget worksheet to the Board. The Board moved to use the new budget model for both reporting and approval purposes. Dulaney moved for approval, Hoge seconded, the motion carried unanimously. Staff led a discussion regarding the upcoming FY2021 budget process. The Board instructed staff to prepare a draft budget and presentation for review at the next Board of Directors meeting.
  - 7.B **Discussion and possible action regarding selection of a vendor for KVID's FY2020 audit.** Discussion regarding auditor selection and the Board's responsibility to select an auditor for the FY2020 audit. The Board directed staff to provide a list of three potential auditors and provide a summary of their qualifications as well as the source of the recommendation (County Treasurer's list, Steve Wene's recommendation, other utility recommendations, etc.)
  - 7.C **Discussion and possible action regarding Coconino County's Public Works barn located on KVID property at the Kachina Wetlands.** After a discussion of the current situation (there is no formal agreement between KVID and Coconino County regarding the barn), the Board directed staff to seek legal counsel regarding the potential liability of the situation and report to the Board at the next meeting.
  - 7.D **Discussion and possible action regarding KVID's credit card processing vendor.** Discussion regarding KVID's credit card processing fees and vendor and how those fees are captured from the customer. Discussion of the possibility of revising the policy the next time a rate adjustment was made. The Board moved to allow KVID staff to pursue an agreement with our current credit card vendor, Expect Payment Solutions, for a term not to exceed one year.
8. **Announcements.**

- A. **Future meeting dates.** The next meeting will be in early March, as dictated by Board of Directors' schedules.
- B. **Future Board agenda items.** Draft FY2021 budget review and discussion will be included in the next meeting's agenda.

**Adjourned at 8:05 pm.**