

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on January 24, 2017 at 6:00 PM. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PRAYER
4. ROLL CALL OF BOARD MEMBERS
5. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

6. APPROVAL OF MINUTES
 - a. Regular Session of December 20, 2016
7. REPORTS AND CORRESPONDENCE – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.
 - a. Field Operator Report – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.
 1. Transfer Station Total Loads
 2. Transfer Station Multi Load

- b. Office Manager Report – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.
 - 1. Expense Report
 - 2. QuickBooks Training
 - 3. Water Distribution Operator Certification

- 8. OLD BUSINESS
- 9. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION Consideration of Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Employment

A. Field Operator Status Update

10. RECONVENE INTO PUBLIC SESSION

11. NEW BUSINESS

- a. Discussion and possible action re: Nominations
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Clerk

- b. Discussion and possible action re: 2017 Open Meeting Schedule

- c. Discussion and possible action re: Budget Approval
 - 1. 2016 Budget Review
 - 2. 2017 Budget Review
 - 3. 2016 Improvement Projects

- d. Discussion and possible action re: Insurance Policy Renewal
 - 1. Water/Sanitary Policy
 - 2. Transfer Station Policy

- e. Discussion and possible action re: Transfer Station

- f. Discussion and possible action re: Rate Increase
 - 1. Water/Sewer Rates
 - 2. Transfer Station Rates

g. Discussion and possible action re: Wage Increase

h. Discussion and possible action re: Sick Leave Policy

12. SET DATE FOR NEXT MEETING

13. ADJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on February 28, 2017 at 6:00 PM. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PRAYER
4. ROLL CALL OF BOARD MEMBERS
5. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

6. APPROVAL OF MINUTES

A. Regular Session of January 24, 2016

7. REPORTS AND CORRESPONDENCE – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. Field Operator Report – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Service Calls

- B. Office Manager Report – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.
 - 1. Expense Report
 - 2. Profit and Loss Report

- 8. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION Consideration of Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re:
 - A. Employment
 - 1. Field Operator Status Update – Jimmy Buchanan
 - B. Employee Reviews
 - 1. Office Manager – Tilynn Martineau
 - 2. Operations/Project Planner – Kellen Roberson
 - 3. Field Operations Technician – Jim Graham
 - 4. Field Operator – Albino Quintana
 - 5. Transfer Station Attendant – LeAnn Baldwin

- 9. RECONVENE INTO PUBLIC SESSION

- 10. NEW BUSINESS
 - A. Discussion and possible action re: Main Supply Line Rehabilitation Project
 - 1. Professional Project Management Service Proposal
 - B. Discussion and possible action re: Tom Neal Meter Installation
 - C. Discussion and possible action re: Rate Increase
 - 1. Water Rates
 - 2. Sewer Rates
 - 3. Transfer Station Rates
 - D. Discussion and possible action re: Authorized Bank Signers
 - 1. Bryan Fields
 - 2. Gary Rice
 - E. Discussion and possible action re: Office Substitutes
 - 1. Kerri Johnson

11. SET DATE FOR NEXT MEETING

12. ADJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on March 28, 2017 at 6:00 PM. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

A. PLEDGE OF ALLEGIANCE

B. PRAYER

3. ROLL CALL OF BOARD MEMBERS

4. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. APPROVAL OF MINUTES

A. Regular Session of February 28, 2016

6. REPORTS AND CORRESPONDENCE – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Service Calls

B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Expense Report

2. Profit and Loss Report

7. NEW BUSINESS

A. **Discussion and possible action re:** Eric & Amy Miller plumber expense reimbursement

B. **Discussion and possible action re:** Main Line Rehabilitation Project update presented by Tom Gilardoni

C. **Discussion and possible action re:** Delroy McLaws water tap repair/installation

8. PERSONNEL MATTERS

A. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of the continued employment of Jimmy Buchanan

B. **Discussion and possible action re:** Continued employment of Jimmy Buchanan

C. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of wage increase for Tilynn Martineau

D. **Discussion and possible action re:** Wage increase for Tilynn Martineau

E. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of wage increase for Kellen Roberson

F. **Discussion and possible action re:** Wage increase for Kellen Roberson

G. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of wage increase for Jim Graham

H. **Discussion and possible action re:** Wage increase for Jim Graham

I. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of wage increase for Albino Quintana

J. **Discussion and possible action re:** Wage increase for Albino Quintana

K. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of permanent employment of LeAnn Baldwin

L. **Discussion and possible action re:** Permanent employment of LeAnn Baldwin

9. SET DATE FOR NEXT MEETING

10. AJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **April 25, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

A. PLEDGE OF ALLEGIANCE

B. PRAYER

3. ROLL CALL OF BOARD MEMBERS

4. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. APPROVAL OF MINUTES

A. Regular Session of **March 28, 2016**

6. REPORTS AND CORRESPONDENCE – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Service Calls

B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Expense Report
2. Profit and Loss Report

7. OLD BUSINESS

N/A

8. NEW BUSINESS

- A. **Discussion and possible action re:** Purchase of infraMAP GIS Mapping Software
- B. **Discussion and possible action re:** Main Line Rehabilitation Project update presented by Tom Gilardoni
- C. **Discussion and possible action re:** Employee Handbook Amendment, Continued Education Compensation
- D. **Discussion and possible action re:** Continued employment of Jimmy Buchanan
- E. **Discussion and possible action re:** Wage increase for
 1. Tilynn Martineau
 2. Kellen Roberson
 3. Jim Graham
 4. Albino Quintana

9. PERSONNEL MATTERS

- A. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of the health and status of James Graham
- B. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of the continued employment of Jimmy Buchanan
- C. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of wage increase for
 1. Tilynn Martineau
 2. Kellen Roberson
 3. Jim Graham
 4. Albino Quintana

10. SET DATE FOR NEXT MEETING

11. AJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Wednesday, June 28, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

A. PLEDGE OF ALLEGIANCE

B. PRAYER

3. ROLL CALL OF BOARD MEMBERS

4. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. APPROVAL OF MINUTES

A. Regular Session of **April 25, 2016**

6. REPORTS AND CORRESPONDENCE – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Service Calls

B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Expense Report
2. Profit and Loss Report

7. OLD BUSINESS

N/A

8. NEW BUSINESS

- A. **Discussion and possible action re:** Sandra Dobell water usage refund request
- B. **Discussion and possible action re:** Main Line Rehabilitation Project update presented by Tom Gilardoni
- C. **Discussion and possible action re:** Employee Handbook Amendment, Continued Education Compensation
- D. **Discussion and possible action re:** Sick Leave Policy
- E. **Discussion and possible action re:** Approval of Field & Office Substitutes/Hiring of a temporary Field Operator
 1. Albert Neff
 2. Darrell Baldwin
 3. Raymond Baloo
 4. McKenna Westover
- F. **Discussion and possible action re:** Attending RWAA Leadership Conference
- G. **Discussion and possible action re:** Laundry/Uniform Service

9. PERSONNEL MATTERS

- A. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of the health and status of James Graham
- B. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion regarding Board member conduct and treatment of employees

10. SET DATE FOR NEXT MEETING

11. AJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Tuesday, July 25, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER

2. OPENING CEREMONY

A. PLEDGE OF ALLEGIANCE

B. PRAYER

3. ROLL CALL OF BOARD MEMBERS

4. CALL TO THE PUBLIC

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. APPROVAL OF MINUTES

A. Regular Session of **June 28, 2016**

6. REPORTS AND CORRESPONDENCE – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Service Calls

B. Office Manager Report – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District.

1. Expense Report

2. Profit and Loss Report

7. OLD BUSINESS

N/A

8. NEW BUSINESS

A. **Discussion and possible action re:** Mandy Begay Damage Reimbursement

B. **Discussion and possible action re:** Laundry/Uniform Service

C. **Discussion and possible action re:** Employee Leave & Status, Jim Graham

9. PERSONNEL MATTERS

A. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion or Consideration of Employee Leave & Status of Jim Graham

B. **Possible vote to go into executive session regarding:** Personnel Matters Pursuant to A.R.S. § 38-431.03 (A)(1) – re: Discussion regarding Board Evaluations

10. SET DATE FOR NEXT MEETING

11. AJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in emergency session on **Thursday, August 10, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **APPROVAL OF MINUTES**

A. N/A

6. **REPORTS AND CORRESPONDENCE** – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the

Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.

1. General maintenance of water and sewer systems
2. Sink hole at Ross Rogers
3. Transferring of employee cell phone numbers
4. On call status
5. Medical leave and required documents

7. **OLD BUSINESS**

N/A

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** Board member candidate, Rhonda Roberson
- B. **Discussion and possible action re:** At-will substitute employee, Shane Jones
- C. **Discussion and possible action re:** Transferring of employee phone numbers
- D. **Discussion and possible action re:** Well #1 & #2 required maintenance and repair

9. **EXECUTIVE SESSION:**

N/A

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD WORKSHOP

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet for a WORKSHOP on **August 15, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration and discussion.

AGENDA

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. PRAYER
4. ROLL CALL OF BOARD MEMBERS
5. NEW BUSINESS
 - a. Discussion: Board Duties & Responsibilities
 - b. Discussion: Office Duties & Responsibilities
 - c. Discussion: Field Duties & Responsibilities
 - d. Discussion: Chain of Command
6. SET DATE FOR NEXT WORKSHOP
7. ADJOURN

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Tuesday, August 29, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **APPROVAL OF MINUTES**

A. Regular Session of **July 25, 2016**

B. Emergency Meeting **August 10, 2017**

6. **REPORTS AND CORRESPONDENCE** – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the

Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Kellen Roberson, Operations/Project Planner.

1. Water Leaks
2. Service Report
3. infraMap Update

B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.

1. Expense Report
2. Profit and Loss Report

7. **OLD BUSINESS**

A. **Discussion and possible action re:** Resignation of Board member Gary Rice

B. **Discussion and possible action re:** Resignation of Board Chairman Bryan Fields

C. **Discussion and possible action re:** Appointment of Board member Rhonda Roberson

8. **NEW BUSINESS**

A. **Discussion and possible action re:** Board Member Candidates

1. Joe Zabadal
2. Ed Sorgen

B. **Discussion and possible action re:** Nominations

1. Chairman
2. Vice Chairman
3. Clerk/Secretary

C. **Discussion and possible action re:** Legal Counsel regarding Bylaw Amendments

1. On call vs Available Employee Regulations
2. Article 4 Section D, Removal of Board Members
3. Serving on multiple Boards
4. Recording of meeting minutes for public use

D. **Discussion and possible action re:** Records Request from Gary Rice

1. A Copy of the tape (recording) of the entire meeting
2. A copy of the typed minutes (completed 8/14/2017)
3. A list of harassment charges along with a copy of all the documentation for the charges that were brought before the board

E. **Discussion and possible action re:** Hiring of Field Operator/Approval of Field Substitutes

1. Darrel Baldwin
2. Bridger Owens
3. Felicia McGee
4. Albert Neff
5. Eric Winner
6. Raymond Baloo

F. **Discussion and possible action re:** Leave and Health status of Jim Graham

9. **EXECUTIVE SESSION: Possible vote to go into executive session regarding:**

A. Personnel Matters Pursuant to A.R.S § 38-431.03 (A)(1): Discussion regarding reprimand and/or disciplinary action of Tilynn Martineau

B. Personnel Matters Pursuant to A.R.S § 38-431.03 (A)(1): Discussion regarding the leave and health status of Jim Graham

10. **RECONVENE TO PUBLIC SESSION**

11. **MEETING REVIEW**

12. **SET DATE FOR NEXT MEETING**

13. **AJOURNMENT**

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF SPECIAL JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Monday September 11, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **NEW BUSINESS**

A. **Discussion and possible action re:** Hiring Temporary Field Operator/Approval of Field Substitutes

1. Hershel Slivers
2. Bridger Owens

3. Albert Neff

B. **Discussion and possible action re:** Leave Status of Jim Graham

6. **EXECUTIVE SESSION**

A. **Possible vote to go into executive session for discussion regarding :**
Personnel Matters Pursuant to A.R.S § 38-431.03 (A)(1)

7. **RECONVENE TO PUBLIC SESSION**

8. **MEETING REVIEW**

9. **SET DATE FOR NEXT MEETING**

10. **AJOURNMENT**

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

DRAFT

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Tuesday, September 26, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **APPROVAL OF MINUTES**

A. Regular Session of **August 29, 2017**

B. Special Meeting **September 11, 2017**

6. **REPORTS AND CORRESPONDENCE** – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter

is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

- A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Kellen Roberson, Operations/Project Planner.
 - 1. Open Service Report
 - 2. Completed Service Report
 - 3. Smart Meter Report
- B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.
 - 1. Expense Report
 - 2. September Profit and Loss Report
 - 3. Monthly Review
 - 4. Annual Budget
 - 5. Year to Date Report
 - 6. Capital Improvements
 - 7. ADEQ Management Training

7. **OLD BUSINESS**

- A. Board Member Candidates
- B. Nominations
- C. Legal Counsel regarding Bylaw Amendments
- D. Public Records Request
- E. Hiring/Approval of Field Substitutes

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** Approval of Substitute, Raymond Baloo
- B. **Discussion and possible action re:** Reimbursement Bylaw Amendment
- C. **Discussion and possible action re:** At will Substitute Employee Amendment
- D. **Discussion and possible action re:** Records Request Policy
- E. **Discussion and possible action re:** 8162 Despain Ave Reimbursement Request
- F. **Discussion and possible action re:** Pubic Records Request
 - 1. What is the annual budget line item for legal? What has been spent of that amount to date?
 - 2. Tech positions that you are interviewing for. Are these permanent or temporary? Are these full or part time? If part time how many hours per week are you committing to candidates? If temporary what length of employment is being committed to candidates?

3. What is the budget and actual for the last 3 months of payroll cost?
Please provide broken out for office, field workers, & garbage.
4. What is budget and actual for the last 3 months for materials and supplies? Please provide details by district (sewer, water, garbage).

G. Discussion and possible action re: Jim Graham

1. Field Operator
2. At will Substitute Employee for Special Projects

9. **EXECUTIVE SESSION: N/A**

10. **RECONVENE TO PUBLIC SESSION**

11. **MEETING REVIEW**

12. **SET DATE FOR NEXT MEETING**

13. **AJOURNMENT**

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Tuesday, October 24, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **APPROVAL OF MINUTES**

A. Regular Session of **September 26, 2017**

6. **REPORTS AND CORRESPONDENCE** – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter is properly identified on the agenda. Therefore, action taken as a result of the

Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Kellen Roberson, Operations/Project Planner.

1. Open Service Report
2. Completed Service Report

B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.

1. Expense Report
2. October Profit and Loss Report
3. Monthly Review
4. Year to Date Report
5. Capital Improvements

7. **OLD BUSINESS**

- A. Substitute Raymond Baloo
- B. Records Request Policy
- C. 8162 DeSpain Ave Reimbursement Request
- D. Public Records Request
- E. Jim Graham

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** New Sewer Installation at 4582 2nd North
- B. **Discussion and possible action re:** Damage Claim Amendment
- C. **Discussion and possible action re:** Purchasing Underground Line Locating Equipment
- D. **Discussion and possible action re:** At will Substitute Amendment
- E. **Discussion and possible action re:** Joseph City Utilities Master Plan Proposal
- F. **Discussion and possible action re:** Approval of 2018 Board Member Election
- G. **Discussion and possible action re:** Cell phone stipend
- H. **Discussion and possible action re:** Grant Writing Certification

9. **EXECUTIVE SESSION: N/A**

10. **RECONVENE TO PUBLIC SESSION**

11. **MEETING REVIEW**

12. **SET DATE FOR NEXT MEETING**

13. **AJOURNMENT**

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Tuesday, November 28, 2017 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **APPROVAL OF MINUTES**

A. Regular Session of **October 24, 2017**

6. **REPORTS AND CORRESPONDENCE** – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter

is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

- A. **Field Operator Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Kellen Roberson, Operations/Project Planner.
 - 1. Open Service Report
 - 2. Completed Service Report
- B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.
 - 1. Expense Report
 - 2. November Profit and Loss Report
 - 3. Year to Date Report

7. **OLD BUSINESS**

- A. Sewer Installation at 4582 2nd North Ave
- B. Damage Claim Amendment
- C. Line Locating Equipment
- D. At Will Substitute Amendment
- E. Master Plan Proposal
- F. 2018 Board Member Election
- G. Cell Phone Stipend
- H. Grant Writing Certification

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** Repair of Well # 1, Willis Drilling
- B. **Discussion and possible action re:** Installation Price Increase
- C. **Discussion and possible action re:** Uniform Policy Amendment
- D. **Discussion and possible action re:** Holiday Bonus
- E. **Discussion and possible action re:** Jetter Hose
- F. **Discussion and possible action re:** Herschel Slivers
 - 1. Permanent Employee
 - 2. Wage Increase

9. **EXECUTIVE SESSION:**

- A. **Possible vote to go into executive session for discussion regarding:**
Personnel Matters Pursuant to A.R.S § 38-431.03 (A)(1): Herschel Slivers

1. Permanent Employee
2. Wage Increase

10. **RECONVENE TO PUBLIC SESSION**

11. **MEETING REVIEW**

12. **SET DATE FOR NEXT MEETING**

13. **AJOURNMENT**

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.

NOTICE OF JOINT BOARD MEETING

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in regular session on **Tuesday, January 23, 2018 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1st North Ave., Joseph City, Arizona. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03 (A)(3) for legal advice with the District's attorney on matters as set forth in the agenda item. Board Members or other participants may attend by telephonic conference. The following topics, and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. **CALL TO ORDER - President**

2. **OPENING CEREMONY**

A. PLEDGE OF ALLEGIANCE - Volunteer

B. PRAYER - Volunteer

3. **ROLL CALL OF BOARD MEMBERS – Kellen Roberson**

4. **CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public. Those wishing to address the Joseph City Domestic Water Improvement District and Joseph City Sanitary District Board need not request permission in advance. Each member of the public will be allotted five minutes to address the Board. The District Boards are not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board's may direct that staff review the matter or that the matter be placed on a future agenda. The District Boards cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

5. **APPROVAL OF MINUTES**

A. Regular Session of **December 19, 2017**

6. **REPORTS AND CORRESPONDENCE** – The governing body may not propose, discuss, deliberate or take legal action on this matter unless the specific matter

is properly identified on the agenda. Therefore, action taken as a result of the Board's report will be limited to directing staff to study the matter or scheduling the matter for further consideration and decision at a later date.

- A. **Operations Manager Report** – Report on the general system status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Kellen Roberson, Operations/Project Planner.
 - 1. Open Service Report
 - 2. Completed Service Report
- B. **Office Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.
 - 1. Expense Report
 - 2. November Profit and Loss Report
 - 3. Year to Date Report

7. **OLD BUSINESS**

- A. Board Member Resignation
- B. Board Member Candidate
- C. 8080 Ladd Water Leak
- D. Fire Department Bill

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** 2018 Board Meeting Schedule
- B. **Discussion and possible action re:** Board Officers
 - 1. Chairman
 - 2. Vice Chairman
 - 3. Clerk
- C. **Discussion and possible action re:** Authorized Bank Signer
- D. **Discussion and possible action re:** 2018 Budget
- E. **Discussion and possible action re:** 8134 S Richards Ave Reimbursement
- F. **Discussion and possible action re:** Insurance Policy Renewal
- G. **Discussion and possible action re:** Food Service Fee
- H. **Discussion and possible action re:** Rates by Meter Size
- I. **Discussion and possible action re:** JCU Mainline Definitions
- J. **Discussion and possible action re:** Jim Graham
 - 1. Work Release

9. **EXECUTIVE SESSION**

A. Possible vote to go into executive session for discussion regarding:

Personnel Matters Pursuant to A.R.S § 38-431.03 (A)(1): Jim Graham

1. Work Release

10. RECONVENE TO PUBLIC SESSION

11. MEETING REVIEW

12. SET DATE FOR NEXT MEETING

13. AJOURNMENT

If any disabled person needs any type of accommodation, please notify the Joseph City Domestic Water Improvement District/Joseph City Sanitary District prior to the scheduled meeting time.