

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
3. Master Plan Draft

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.

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, February 27, 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 **January 23, 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
3. Well #1

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. 2018 Board Meeting Schedule
- B. Board Officers
- C. Authorized Bank Signers
- D. Insurance Policy Renewal
- E. Rates by Meter Size
- F. JCU Mainline Definitions
- G. Jim Graham

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** 8134 S Richards, Plumber Reimbursement
- B. **Discussion and possible action re:** New Water and Sewer Installations at 3rd Ave and Allen Dr.
- C. **Discussion and possible action re:** Sewer Usage Rates & Classifications
- D. **Discussion and possible action re:** 2018 Operating Budgets
- E. **Discussion and possible action re:** Employee Review Preparations

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):

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 **Thursday, March 29, 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 **February 27, 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. **District 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. 8134 Richards Reimbursement
- B. Sewer Usage Rates & Classifications
- C. 2018 Operating Budgets

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** 8179 Roberson Ave Reimbursement
- B. **Discussion and possible action re:** 3rd & Allen Ave Waterline Extension
- C. **Discussion and possible action re:** Reuse Pasture Upgrades
- D. **Discussion and possible action re:** After Hours Callout Fees
- E. **Discussion and possible action re:** CUSI Billing Software
- F. **Discussion and possible action re:** Bylaw Review

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 **Thursday, April 24, 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. **ACCEPTANCE OF THE AGENDA**

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 **March 29, 2018**

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. **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. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

A. **Discussion and possible action re:** Sunstate Technology Group

B. **Discussion and possible action re:** Jetter Monitor

C. **Discussion and possible action re:** Billing Software

D. **Discussion and possible action re:** Employee Reviews

1. Tilynn Martineau
2. Kellen Roberson
3. Jim Graham
4. Albino Quintanna
5. Herschel Slivers
6. LeAnn Baldwin

10. **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): Employee Reviews

1. Tilynn Martineau
2. Kellen Roberson
3. Jim Graham

4. Albino Quintana
5. Herschel Slivers
6. LeAnn Baldwin

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

1. Jim Graham

11. RECONVENE TO PUBLIC SESSION

12. MEETING REVIEW

13. SET DATE FOR NEXT MEETING

14. 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, May 22, 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.

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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. **ACCEPTANCE OF THE AGENDA**

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 **April 24, 2018**

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. **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. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

- A. **Discussion and possible action re:** Reuse Pasture
- B. **Discussion and possible action re:** 4" Trash Pump
- C. **Discussion and possible action re:** Love's Truck Stop
- D. **Discussion and possible action re:** Transfer Station Security
- E. **Discussion and possible action re:** Computer Technology Support Bids
- F. **Discussion and possible action re:** Employee Wage History

10. **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): Medical Release
 1. Jim Graham

11. **RECONVENE TO PUBLIC SESSION**

12. **MEETING REVIEW**

13. **SET DATE FOR NEXT MEETING**

14. **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, June 26, 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. **ACCEPTANCE OF THE AGENDA**

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 **May 22, 2018**

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. **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. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

A. **Discussion and possible action re:** Water Usage Rates

B. **Discussion and possible action re:** Kellen Roberson, Proposal Writing Certification

10. **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): N/A

11. **RECONVENE TO PUBLIC SESSION**

12. **MEETING REVIEW**

13. **SET DATE FOR NEXT MEETING**

14. **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 31, 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. **ACCEPTANCE OF THE AGENDA**

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 **June 26, 2018**

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. **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. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

- A. **Discussion and possible action re:** Marlene Westover, Utility Easement
- B. **Discussion and possible action re:** Raymond Burr, Transfer Station Fees
- C. **Discussion and possible action re:** Replacement of White Chevy Pickup
- D. **Discussion and possible action re:** Surplus Equipment/Property Pass
- E. **Discussion and possible action re:** In kind Community Assistance

10. **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): N/A

11. **RECONVENE TO PUBLIC SESSION**

12. **MEETING REVIEW**

13. **SET DATE FOR NEXT MEETING**

14. **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, August 28, 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. **ACCEPTANCE OF THE AGENDA**

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 July 31, 2018

B. Special Session of August 7, 2018

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. **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. Completed Service Report

B. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

A. **Discussion and possible action re:** Water Tank Cleaning and Inspection

B. **Discussion and possible action re:** Diesel Fuel Tank

C. **Discussion and possible action re:** Surveying Water Tank Property & Easement

D. **Discussion and possible action re:** Unauthorized Use of Equipment & Materials Policy

E. **Discussion and possible action re:** Service Charges & Repairs of Non-Profit Organizations

F. **Discussion and possible action re:** Repair & Restoration of the Sewer Pond RFP

G. **Discussion and possible action re:** Emergency Response Plan

10. **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): N/A

11. **RECONVENE TO PUBLIC SESSION**

12. **MEETING REVIEW**

13. **SET DATE FOR NEXT MEETING**

14. **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 BOARD WORKSHOP

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 25, 2018 at 5:00 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 discussion only.

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. **NEW BUSINESS**
 - A. **Discussion re:** Emergency Preparedness Plan
5. **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, September 25, 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. **ACCEPTANCE OF THE AGENDA**

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 August 28, 2018

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. **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. Completed Service Report

B. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

A. **Discussion and possible action re:** Water line near Wayne Christensen's

B. **Discussion and possible action re:** Tanner Park Maintenance Agreement

C. **Discussion and possible action re:** Joseph City Cemetery Maintenance Agreement

D. **Discussion and possible action re:** Parks & Recreation District

E. **Discussion and possible action re:** Board Member Candidate; Laura Brooks

F. **Discussion and possible action re:** ADEQ Letter of Compliance

G. **Discussion and possible action re:** Water & Sanitary Bylaw Revision

H. **Discussion and possible action re:** Emergency Response Plan

10. **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): N/A

11. **RECONVENE TO PUBLIC SESSION**

12. **MEETING REVIEW**

13. **SET DATE FOR NEXT MEETING**

14. **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 BOARD WORKSHOP

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 23, 2018 at 5:00 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 discussion only.

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. **NEW BUSINESS**
 - A. **Discussion re:** Water and Sanitary Bylaw Revision
 - B. **Discussion re:** Employee Handbook
5. **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 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. **ACCEPTANCE OF THE AGENDA**

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 September 25, 2018

B. Workshop Summary of September 25, 2018

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. **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. Completed Service Report

B. **District 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

8. **OLD BUSINESS**

N/A

9. **NEW BUSINESS**

A. **Discussion and possible action re:** Marlene Westover

B. **Discussion and possible action re:** Water Tank & Easement Survey

C. **Discussion and possible action re:** Equipment Purchase

D. **Discussion and possible action re:** Tsheets Time Tracking Software

E. **Discussion and possible action re:** Emergency Response Plan

F. **Discussion and possible action re:** Water and Sanitary Bylaw Revision

G. **Discussion and possible action re:** Employee Handbook

H. **Discussion and possible action re:** Thanksgiving Gift Cards

I. **Discussion and possible action re:** Christmas Bonus

10. **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): N/A

11. **RECONVENE TO PUBLIC SESSION**

12. **MEETING REVIEW**

13. **SET DATE FOR NEXT MEETING**

14. **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 27, 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. **ACCEPTANCE OF THE AGENDA**

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 October 23, 2018

B. Workshop Summary of October 23, 2018

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. **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. Completed Service Report
 - B. **District 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
 3. Year to Date Report

8. **NEW BUSINESS**

- A. **Discussion and possible action re:** Sanitary Bylaws
- B. **Discussion and possible action re:** Water Bylaws
- C. **Discussion and possible action re:** Investigation and Project Planning Fees
- D. **Discussion and possible action re:** Incentive Program

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): 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, December 18, 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. **ACCEPTANCE OF THE AGENDA**

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 November 27, 2018

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. **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. Completed Service Report

B. **District 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

3. Year to Date Report

8. **NEW BUSINESS**

A. **Discussion and possible action re:** Hydrant Meter Purchase

B. **Discussion and possible action re:** Hydrant Meter Rental Application

C. **Discussion and possible action re:** Authorized Bank Signers

D. **Discussion and possible action re:** Project Design Fees

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): 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.