

## 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 15, 2019 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> 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
  - 2. Incomplete Service Report
  - 3. 2018 Year Review
- 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:** Board Member Candidates
  - 1. Rusty Westover
  - 2. Andrew Bushman
- B. **Discussion and possible action re:** Grant Proposal Status Update
- C. **Discussion and possible action re:** Board Officers
  - 1. Board Chairman
  - 2. Board Vice Chairman
  - 3. Board Clerk
- D. **Discussion and possible action re:** Authorized Bank Signers
- E. **Discussion and possible action re:** 2019 Water District Budget
- F. **Discussion and possible action re:** 2019 Sanitary District Budget
- G. **Discussion and possible action re:** 2019 Meeting Schedule
- H. **Discussion and possible action re:** Water & Sewer Rates
- I. **Discussion and possible action re:** 2019 District Goals
- J. **Discussion and possible action re:** Accounting and Financial Management Course, Kellen Roberson
- K. **Discussion and possible action re:** Employee Review Procedures
- L. **Discussion and possible action re:** Administrative Assistant Position
- M. **Discussion and possible action re:** Unpaid Leave:

1. Albino Quintana

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): Unpaid Leave;  
Albino Quintana

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 26, 2019 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> 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 January 15, 2019**

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
2. Incomplete 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. **NEW BUSINESS**

A. **Discussion and possible action re:** Availability of Draft Meeting Minutes

B. **Discussion and possible action re:** Insurance Policy Renewal

C. **Discussion and possible action re:** Fire Hydrant Maintenance

D. **Discussion and possible action re:** Request for New Installation

1. Lance Baldwin; Ravine Trail and Porter Ave
2. JR's Shop; 8192 Porter Ave – Water Only
3. Shari McLaws; 4533 3<sup>rd</sup> South Ave – Water Only
4. Carolyn Rice; 8189 Randall Ave
5. Carolyn Rice; 4609 6<sup>th</sup> North
6. Carolyn Rice; 4583 N 1<sup>st</sup> Ave
7. Carolyn Rice; Parcel #107-07-002W

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 BOARD WORKSHOP**

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in a workshop session on **Tuesday, February 26, 2019 at 5:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> 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:** 2019 Goals
  - B. **Discussion re:** 5 year Company Goals
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, March 26, 2019 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> 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. **Work Session of March 12, 2019**

B. **Regular Session of February 26, 2019**



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
2. Incomplete 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. **NEW BUSINESS**

**\*\*\* EMERGENCY AGENDA ITEM\*\*\***

A. **Discussion and possible action re:** Water Meter Installation; 8192 Porter Ave

B. **Discussion and possible action re:** Marlene Westover; Tank Property Survey and Water main Location

C. **Discussion and possible action re:** Carolyn Rice;

1. Financial Reports
2. 2018 End of year financial reports
3. 2019 Budget and approval
4. County Jail District
5. JCUSD Swimming Pool
6. New Billing Software Cost Benefit Analysis
7. Investigation Fee
8. Records Request

D. **Discussion and possible action re:** Updated Water District Bylaws

E. **Discussion and possible action re:** New Construction Application

F. **Discussion and possible action re:** Road Repair Fees

G. **Discussion and possible action re:** Design Fee/Application Review Fee

H. **Discussion and possible action re:** 1991 Dodge pickup

I. **Discussion and possible action re:** Employment Status

1. Tilynn Martineau

2. Kellen Roberson

J. **Discussion and possible action re:** Job Posting:

1. Administrative Assistant

2. Bookkeeper

K. **Discussion and possible action re:** Bank signers

1. Kellen Roberson

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): Employment Status

1. Tilynn Martineau

2. Kellen Roberson

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 BOARD WORKSHOP

The Board of Directors of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District will meet in a workshop session on **Tuesday, March 12, 2019 at 5:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> 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 only, no action may be take. 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:** New Installation/New Construction Procedures
  - B. **Discussion re:** New Construction Customer Checklist
  - C. **Discussion re:** Design Fees/Application review fee
  - D. **Discussion re:** Line extension definitions and requirements
  - E. **Discussion re:** Maintenance and Repair/Construction
  - F. **Discussion re:** Easements and Roads
  - G. **Discussion re:** Primary use of property/building requirements
  - H. **Discussion re:** Mapping
  - I. **Discussion re:** Unscheduled time off
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 SPECIAL 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, April 23, 2019 at 6:00 PM**. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> 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. **EXECUTIVE SESSION**
  - A. **Possible vote to go into executive session for discussion regarding:**  
Personnel Matters Pursuant to A.R.S § 38-431.03 (A)(3): Legal Advice
    1. Property Owner's Rights
    2. Easement usage
    3. Public Input
    4. Reduction in Force
    5. Company Website
6. **RECONVENE TO PUBLIC SESSION**
7. **MEETING REVIEW**
8. **SET DATE FOR NEXT MEETING**

9. **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.

# COMBINED NOTICE OF MEETING

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on Tuesday, April 23, 2019 at 5:00 p.m. The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
4. EXECUTIVE SESSION –The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics:
  - A. Possible vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice re: Westover easement usage; public input; possible reduction in force; company website issues.
  - B. Possible vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(1) for personnel matters re: hiring; bookkeeper applicant Elaina Wagner.
  - C. Possible vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(1) for personnel matters re: Tilynn Martineau employee resignation.
  - D. Possible vote to go into executive session pursuant to A.R.S. § 38-431.03(A)(1) for personnel matters re: District Manager Kellen Roberson.
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 the Joseph City Sanitary District Board need not request permission in advance. 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 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 26, 2019**

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 Chief'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 Water Improvement District and the Joseph City Sanitary District. Presented by Kellen Roberson, Operations/Project Planner.
  - B. District Manager Report – Report on the general financial status of the Joseph City Water Improvement District and the Joseph City Sanitary District. Presented by Tilynn Martineau, Office Manager.
8. BUSINESS – Joseph City Utilities; Joseph City Domestic Water Improvement District; Joseph City Sanitary District
- A. Discussion and possible action re: Marlene Westover easement issue
    - 1. Tank property ownership
    - 2. Access road usage/purchase
    - 3. Easement road construction
  - B. Discussion and possible action re: Carolyn Rice; Financial Reports
  - C. Discussion and possible action re: Employee Handbook approval
  - D. Discussion and possible action re: 8134 S Richards Ave plumber reimbursement
  - E. Discussion and possible action re: Public Input
  - F. Discussion and possible action re: Possible reduction in force
  - G. Discussion and possible action re: Company website issues
  - H. Discussion and possible action re: Job descriptions
    - 1. Bookkeeper
    - 2. District Manager
  - I. Discussion and possible action re: JCU company debit card; Kellen Roberson
  - J. Discussion and possible action re: Bookkeeper Applicant; Elaina Wagner
  - K. Discussion and possible action re: Tilynn Martineau employee resignation
  - L. Discussion and possible action re: District Manager Kellen Roberson
9. SET DATE FOR NEXT MEETING
10. ADJOURNMENT

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time  
 By: Kellen Roberson

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday, May 28, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
  
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 January 15, 2019
  
7. **REPORTS AND CORRESPONDENCE**

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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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS** Joseph City Utilities; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** Financial Documents, Carolyn Rice
- B. **Discussion and possible action re:** Tank Property Information
- C. **Discussion and possible action re:** Accountant, Neil Randstrom

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics:

N/A

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time By: \_\_\_\_\_

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday, May 28, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
  
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 January 15, 2019
  
7. **REPORTS AND CORRESPONDENCE**

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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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS** Joseph City Utilities; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** Financial Documents, Carolyn Rice
- B. **Discussion and possible action re:** Tank Property Information
- C. **Discussion and possible action re:** Accountant, Neil Randstrom

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics:

N/A

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time By: \_\_\_\_\_

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday, June 25, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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 28, 2019

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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** 4642 8<sup>th</sup> North Property Purchase Proposal
- B. **Discussion and possible action re:** Assessed Fees/Cost Recuperation
- C. **Discussion and possible action re:** Road Access Agreement; Parcel 107-07-046G
- D. **Discussion and possible action re:** Tank Property Deed Amendment
- E. **Discussion and possible action re:** Hiring Authority of the District Manager
- F. **Discussion and possible action re:** Resignation of Board Vice Chairman, Andrew Bushman

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7):

- A. **Discussion on re:** 4642 8<sup>th</sup> North Property Purchase Proposal

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

# COMBINED SPECIAL NOTICE OF MEETING

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Monday July 8, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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. N/A
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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** Board Member Candidate
  - 1. Johnny Johnson
- B. **Discussion and possible action re:** Board Officers
  - 1. Vice Chairman

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7):

- A. **Discussion on re:** 4642 8<sup>th</sup> North Property Purchase Proposal

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday 23, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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 June 25, 2019
  - B. Special Session July 8, 2019
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. **District 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.
  - B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.
8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District
- A. **Discussion and possible action re:** Bank Signer
    - 1. Rusty Westover
  - B. **Discussion and possible action re:** Bank of the West Credit Card
    - 1. Kellen Roberson
  - C. **Discussion and possible action re:** Administrative Assistant
    - 1. Amber Quiroz
  - D. **Discussion and possible action re:** 4642 8<sup>th</sup> North Property Purchase Update

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7)(3):

- A. **Discussion re:** Administrative Assistant; Amber Quiroz
- B. **Discussion re:** 4642 8<sup>th</sup> North Property Purchase Update

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

# COMBINED SPECIAL NOTICE OF MEETING

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday August 6, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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. N/A
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. **District 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. **N/A**
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper. **N/A**

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** 4642 8<sup>th</sup> North Property Purchase Proposal

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7):

- A. **Discussion on re:** 4642 8<sup>th</sup> North Property Purchase Proposal

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

# COMBINED NOTICE OF MEETING

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday August 20, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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 July 23, 2019
  - B. Special Session August 6, 2019
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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** 4642 8<sup>th</sup> North Property Purchase Update
- B. **Discussion and possible action re:** Bookkeeper Salary
  - 1. Elaina Wagoner

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7)(3):

- A. **Discussion re:** 4642 8<sup>th</sup> North Property Purchase Update
- B. **Discussion re:** Bookkeeper Salary; Elaina Wagoner

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday September 17, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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 August 20, 2019

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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** 4642 8<sup>th</sup> North Property Purchase
- B. **Discussion and possible action re:** 4642 8<sup>th</sup> North Easement Proposal
- C. **Discussion and possible action re:** Clean Yard Incentive Program
- D. **Discussion and possible action re:** Emergency Substitute
  - 1. Jimrix Dabbs

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7)(3):

- A. **Discussion re:** 4642 8<sup>th</sup> North Property Purchase

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday October 15, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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 September 17, 2019
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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** Compressor and Jackhammer Purchase
- B. **Discussion and possible action re:** Dump Truck Purchase
- C. **Discussion and possible action re:** 4642 8<sup>th</sup> North Easement Update

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7)(3):

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.

## **COMBINED NOTICE OF MEETING**

The Board of Directors of the Joseph City Utilities, the **Joseph City Domestic Water Improvement District** and the **Joseph City Sanitary District** will meet jointly in regular session on **Tuesday November 19, 2019 at 6:00 p.m.** The meeting will be held at the Joseph City Utility Office located at 4504 1<sup>st</sup> North Ave., Joseph City Arizona. The Boards 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**
  - A. Joseph City Domestic Water Improvement District
  - B. Joseph City Sanitary District
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 October 15, 2019
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. **District 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.
- B. **Financial Manager Report** – Report on the general financial status of the Joseph City Domestic Water Improvement District and the Joseph City Sanitary District. Presented by Elaina Wagoner, Bookkeeper.

8. **BUSINESS Joseph City Utilities**; Joseph City Domestic Water Improvement District; Joseph City Sanitary District

- A. **Discussion and possible action re:** 8220 Randall Ave; Sewer Line Inspection
- B. **Discussion and possible action re:** Thanksgiving Gift Cards
- C. **Discussion and possible action re:** Christmas Bonus
- D. **Discussion and possible action re:** Holiday Week Hours
  - 1. Christmas
  - 2. New Years

9. **EXECUTIVE SESSION**

The Joseph City Utilities and either (or both) Districts may vote to go into executive session on the following topics, pursuant to ARS 38-431.03(A)(7)(3):

- A. **Discussion re:** Christmas Bonus
  - 1. LeAnn Baldwin
  - 2. Herschel Slivers
  - 3. Albino Quintanna
  - 4. Jim Graham
  - 5. Amber Quiroz
  - 6. Elaina Wagoner
  - 7. Kellen Roberson

10. **MEETING REVIEW**

11. **SET DATE FOR NEXT MEETING**

12. **AJOURNMENT**

Notice of Meeting (Agenda) dated and posted \_\_\_\_\_, 2019. At \_\_\_\_\_, local time by: \_\_\_\_\_

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.