

## REGULAR MEETING

March 13, 2024

The Arizona City Sanitary District Board of Directors held a Regular Meeting on Wednesday March 13, 2024, at 4:00 p.m. at the District's Office at 12922 S. Kashmir Road, Arizona City, Arizona.

Board Members Present: Kim Allen, Terry Dolven, Matt Parker, Sherry Mitchell

Board Members Absent: David Ingraham

Board Members Attending Telephonically:

Staff Present: Steve Kerr, Feliz Martinez, Hector Soto

Guests: David Fitzgibbons; Fitzgibbons Law Offices, Members of the Public as stated on the sign-in sheet.

1. **Call to Order:** Chairman called the meeting to order at 4:00 p.m.
2. **Pledge of Allegiance:** All stood and said the Pledge of Allegiance.
3. **Welcome to Guests – Chairman's comments:** Chairman welcomed guest.
4. **Consent Agenda:** All items listed below are considered routine matters and will be enacted by one motion and one vote of the Board. There will be no separate discussion of these items unless a Board Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence of the agenda:
  - A. Acceptance of plant and office operations report for the month of February 2024.
  - B. Acceptance of check register and financial statements for the month of February, 2024.
  - C. Approval of minutes from the Regular Meeting on February 14, 2024.
  - D. Approval of future meeting dates of April 10, 2024, and May 8, 2024.
  - E. Approval of transfer of funds from First Interstate Bank to General Fund at Pinal County.

Member Mitchell moved to accept the consent agenda, Member Parker seconded, vote carried unanimously.

**5. Discussion and update regarding the lease agreement with Arizona City Capital Investment, LLC and Arizona City Golf Course Preservation, LLC and the operation of the golf course.**

Tom Hornbacker introduced himself to the Board and stated that he is the General Manager of the course. He gave a brief updated on the operations of the golf course and stated that it is going well compared to previous year.

**6. Discussion and possible action regarding the accounting for improvements in lieu of rent for 2023 – 2024 submitted by Arizona City Golf Course Preservation, LLC.**

Fitzgibbons updated the board on the current Capital Improvement in lieu of rent that the Golf Course submitted, Member Mitchell asked if the sheds that were listed on it were affixed to the ground. Mr. Hornbacker clarified that they were not affixed. After discussion on some of the items listed Member Mitchell moved to table Agenda Item 6 & 7, Member Dolven seconded, vote carried unanimously.

**7. Discussion and possible action regarding proposed improvements in lieu of rent for 2024 – 2025 submitted by Arizona City Golf Course Preservation, LLC.**

**8. Discussion and possible action regarding an Employment Agreement with Hector Soto to serve as the District's Office Manager.**

Fitzgibbons informed the board of the terms of the Employment Agreement stated that it is for \$90,000.00/year. Member Parker moved to accept the Employment Agreement with Hector Soto to serve as the District's Office Manager, Member Dolven seconded, vote carried unanimously.

**9. Discussion and possible action regarding an Employment Agreement with Feliz Martinez to serve as the District's Plant Superintendent.**

Fitzgibbons informed the Board that this Employment Agreement is the same as the previous one. Member Parker moved to accept the Employment Agreement with Feliz Martinez to serve as the District's Plant Superintendent, Member Dolven seconded, vote carried unanimously.

**10. Discussion and possible action regarding a Services Agreement with Steve Kerr to provide assistance as requested by the District.**

Fitzgibbons explained the services that Mr. Kerr would provide, he stated that this is a backup plan for an unforeseen departure that way the District could continue operating smoothly. Member Parker moved to accept the Services Agreement starting July 1, 2024 with Steve Kerr, Member Dolven seconded, vote carried unanimously.

**11. Discussion and possible action regarding Resolution No. 24-03 regarding amending Sections 101 – Purpose, 102 – Classified and Unclassified Service, 103 – Personnel Officer, 203- Nepotism, 704- Call Back Policy, 706- Tuition**

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**Reimbursement, 805(2)(A) – Family Medical Leave Eligibility and 1001 – Grievance Procedure of the District’s Personnel Policy.**

Fitzgibbons explained that the Personnel Policy would have to change since the district would no longer have a District Manager and he stated that those were the changes it needs. Member Parker moved to accept Resolution 24-03, Member Mitchell seconded, vote carried unanimously.

**12. Discussion and possible action regarding request from Aurelio Palacios to install a septic system on at 12552 W Kino Drive.**

Hector Soto informed the board that this property is within 300 feet of a sewer main. Fitzgibbons informed the board that the District Code supersedes the code provided by Mr. Palacios. Member Mitchell moved to decline Aurelio Palacios request to install a septic tank, Member Dolven seconded vote carried unanimously.

**13. Discussion and possible action regarding the use of paper or electronic agendas.**

Member Allen informed the board that he requested this to be on the agenda, he stated that at a previous meeting there was a lot of paper wasted and just wanted them to consider this and think of ways to have the packets in electronic form.

**14. Call to Public:**

**15. The Board may call for a motion to convene into Executive Session pursuant to A.R.S. §38-431.03(A)(3) for the purpose of obtaining legal advice from the District’s attorney on any of the above agenda items.**

No action

**16. Adjourn**

Member Parker motioned to adjourn the meeting, Member Mitchell seconded, vote carried unanimously.

Meeting adjourned at 4:41 p.m.  
Date Approved: 04/10/2024

Signature: \_\_\_\_\_



Clerk of the Board