

# WHITE MOUNTAIN LAKES COUNTY RECREATION IMPROVEMENT DISTRICT

## ADVISORY COMMITTEE

Bill Kaiser • Carl Erdmann • David Adams • Marc Silliman • Barbara Karnath • Jerry McGraw • Lyn Misener

### NOTICE OF PUBLIC HEARING AND AGENDA ADVISORY COMMITTEE MEETING Wednesday, September 28, 2016

The White Mountain Lakes County Recreation Improvement District Advisory Committee will hold a meeting open to the public on Wednesday, September 28, 2016 at 6:00 p.m. at the White Mountain Lakes Community Association Center on Edmond Circle (Post Office), White Mountain Lakes, Arizona. **The Advisory Committee may vote to meet in a closed executive session for the purpose of conducting committee business or obtaining legal advice from the districts' attorney on any of the above items pursuant to A.R.S. 38-431.03 (A) (3)**

Items on the agenda may be considered out of order at the Chairman's discretion.

#### **6:00 p.m. Call To Order: Pledge of Allegiance**

#### **1) ROLL CALL:**

2) **CALL TO THE PUBLIC:** Individuals may address the Committee on any relevant issue for up to 5 minutes. At the close of the call to the public, Committee members may not respond to any comments but may respond to criticism, ask staff to review a matter or ask that a matter be placed on a future agenda.

3) **MINUTES:** Consideration and possible approval of August 24, 2016 regular meeting and August 31, 2016 emergency meeting minutes (Melissa Buckley)

4) **REPORTS FROM ADMINISTRATOR:** Monthly Report from Administrator to include Expenses Paid /Revenue, Guest Passes, Slip Rentals, and Petty Cash (Melissa Buckley)

#### **5) OLD BUSINESS:**

- a. Consideration and possible action on Surveillance Cameras (Carl Erdman)
- b. Consideration and possible action on lock for gate (Advisory Committee)
- c. Consideration and possible approval to changes to the rule book in Appendix A, definitions for item A-16 (Marc Silliman)

#### **6) NEW BUSINESS:**

- a. Consideration and possible action on White Mountain Lake Community website (Melissa Buckley/Marc Silliman)
- b. Consideration and possible action on telephone and internet charges (Melissa Buckley)
- c. Consideration and possible action on White Mountain Lakes County Recreation Improvement District employees (Advisory Committee)
- d. Consideration and acceptance of Jerry McGraw's resignation and nomination of Chairman and Vice Chairman (Marc Silliman)
- e. Consideration and possible action on posting the Advisory Committee member opening and soliciting for applications (Marc Silliman)

- f. Consideration and possible approval of the purchase of materials for the lake shore and beach areas (Marc Silliman)
- g. Consideration and possible approval of repairs to the District's buoy tender watercraft and transport trailer for use to restore the dock buoys (Marc Silliman)

7) **COUNTY UPDATE:**

8) **ITEMS FOR NEXT AGENDA:**

9) **ADJOURN**

Dated: *September 27, 2016*

WMLCRID – ADVISORY COMMITTEE

Posted:\_\_\_\_\_ By:\_\_\_\_\_

\_\_\_\_\_  
Melissa W. Buckley – Clerk of the Board of Directors

I propose the following change to the definitions in the current governing Rule Book of 2015. With these changes I am trying to accomplish our recognizing all property owners named on a deed as Members and include a use privilege assignment for commercial property owners who lease their property. 1<sup>st</sup> paragraphs are as written clean with second paragraphs showing my proposed deletions and insertions for consideration. (A-5 was accepted by the Committee in August 2016)

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A-5 "Authorized Renter" shall mean a person who pays rent to an owner and who resides in a residence on a property subject to the District tax and the owner has assigned his use privileges to the renter. Such assignment shall be in writing to the Advisory Committee. The Authorized Renter and family members permanently residing in the household of said renter, including dependent students shall have all the use privileges of the District areas.

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A-5 "Authorized Renter" shall mean a person or entity who ~~pays rent to an owner and who resides in a residence on a leases or rents an improved~~ property subject to the District tax and the property owner has assigned his use privileges to the renter. Such assignment shall be in writing to the Advisory Committee. The Authorized Renter and family members permanently residing in the household of said renter, including dependent students shall have all the use privileges of the District areas.

A-16 "District Member" shall mean an owner of record of a parcel of real property on which taxes are levied by White Mountain Lake County Recreation Improvement District. For a parcel which is owned by multiple owners (whether in joint tenancy, tenancy in common or other form of multiple ownership), one owner shall be designated in writing as the District Member, such designation to be effective upon filing with the Advisory Committee. For a parcel which is owned by a legal entity (whether a corporation, partnership, limited liability company, trust or other form of legal entity), one official of the entity shall be designated in writing as the District Member, such designation to be effective upon filing with the Advisory Committee. The written designation shall remain in effect until a new designation is filed with the Advisory Committee, which shall not be permitted more frequently than once per calendar year. The District Member and family members permanently residing in the District Member's household, including dependent students, shall have all the use privileges of the District areas.

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A-16 "District Member" shall mean ~~an up to five Joint Tenancy owners~~ of record of a parcel of real property on which taxes are levied by White Mountain Lake County Recreation Improvement District. For a parcel which is owned by multiple Tenants in Common owners ~~(whether in joint tenancy, tenancy in common or other form of multiple ownership)~~, one owner shall be designated in writing as the District Member, such designation to be effective upon filing with the Advisory Committee. For a parcel which is owned by a legal entity (whether a corporation, partnership, limited liability company, trust or other form of legal entity), one official of the entity shall be designated in writing as the District Member, such designation to be effective upon filing with the Advisory Committee. The All written designations shall remain in effect until a new designation is filed with the Advisory Committee, which shall not be permitted more frequently than once per calendar year. The District Member and family members permanently residing in the District Member's household, including dependent students, shall have all the use privileges of the District areas.

Change the front of the book to read - "Adopted by the WMLCRID Board of Directors on \_\_\_\_\_, 2016"

Proposed rules changes, September 2016, Marc Silliman

# WAYS TO TAKE TITLE IN ARIZONA

COMMUNITY PROPERTY	JOINT TENANCY WITH RIGHT OF SURVIVORSHIP	COMMUNITY PROPERTY WITH RIGHT OF SURVIVORSHIP	TENANCY IN COMMON
Requires a valid marriage between two persons.	Parties need not be married; may be more than two joint tenants.	Requires a valid marriage between two persons.	Parties need not be married; may be more than two tenants in common.
Each spouse holds an undivided one-half interest in the estate.	Each joint tenant holds an equal and undivided interest in the estate, unity of interest.	Each spouse holds an undivided one-half interest in the estate.	Each tenant in common holds an undivided fractional interest in the estate. Can be disproportionate, e.g., 20% and 80%; 60% and 40%; 20%, 20%, 20% and 40%; etc.
One spouse cannot partition the property by selling his or her interest.	One joint tenant can partition the property by selling his or her joint interest.	One spouse cannot partition the property by selling his or her interest.	Each tenant's share can be conveyed, mortgaged or devised to a third party.
Requires signatures of both spouses to convey or encumber.	Requires signatures of all joint tenants to convey or encumber the whole.	Requires signatures of both spouses to convey or encumber.	Requires signatures of all tenants to convey or encumber the whole.
Each spouse can devise (will) one-half of the community property.	Estate passes to surviving joint tenants outside of probate.	Estate passes to the surviving spouse outside of probate.	Upon death the tenant's proportionate share passes to his or her heirs by will or intestacy.
Upon death the estate of the decedent must be "cleared" through probate, affidavit or adjudication.	No court action required to "clear" title upon the death of joint tenant(s).	No court action required to "clear" title upon the first death.	Upon death the estate of the decedent must be "cleared" through probate, affidavit or adjudication.
Both halves of the community property are entitled to a "stepped up" tax basis as of the date of death.	Deceased tenant's share is entitled to a "stepped up" tax basis as of the date of death.	Both halves of the community property are entitled to a "stepped up" tax	Each share has its own tax basis.

**Note:** Arizona is a community property state. Property acquired by a husband and wife is presumed to be community property unless legally specified otherwise. Title may be held as "Sole and Separate." If a married person acquires title as sole and separate, his or her spouse must execute a disclaimer deed to avoid the presumption of community property. Parties may choose to hold title in the name of an entity, e.g., a corporation; a limited liability company; a partnership (general or limited), or a trust. Each method of taking title has certain significant legal and tax consequences; therefore, you are encouraged to obtain advice from an attorney or other qualified professional.



**First American Title™**

[www.firstam.com](http://www.firstam.com)

Frontier Charges

Phone Line	\$74.99
Base Price Internet	\$99.99
<u>Virus Protection</u>	<u>\$ 8.99</u>
Total	\$183.99
<u>Minus Discounts</u>	<u>\$ 75.00</u>
Total	\$108.97
Plus taxes and fees =	\$124.18 a month

We currently receive \$25.00 discount off of the phone

We currently receive \$50.00 discount off of the internet

This is a basic business line account.

1-800-921-8102 for more information

# Patricia A. Stevens

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[stevens.pataz@yahoo.com](mailto:stevens.pataz@yahoo.com)

September 12, 2016

WML Advisory Committee

RE: Interim Administrator position for WML Recreation District

Dear Committee,

I understand that you are seeking a qualified individual to fill your Interim Administrator position till a permanent applicant can be secured. This position calls out to me because I live in the community and I believe I possess the necessary skills and experience you are seeking. My skills are current and I am up-to-date on the latest computer software. My priority is to guarantee that all my work is done efficiently and I would be available to assist the permanent Administrator when a hiring decision is made.

Here are some of my professional skills used in my position as a Program Assistant with Deer Valley Unified School District:

- answering phones, transferring calls, providing information
- creating and maintaining student files
- copying documents and training materials to distribute at training's
- creating spreadsheets to track information electronically
- creating and sending documents and information via Email and Snail-mail
- Creating reports to reflect Program outcomes to share with supervisors

I have attached my resume for your review and I look forward to speaking with you further regarding the interim Administrator position.

Sincerely,  
Patricia, A. Stevens

# Patricia A. Stevens

8750 Silver Creek Drive

Show Low, AZ 85901

Cell: 602-677-3289

Email: [stevens.pataz@yahoo.com](mailto:stevens.pataz@yahoo.com)

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**Objective** To use my computer and management skills to provide support to the advisory committee, community members, and lake patrol of WML.

## Work History

Sept. 2 2016 **WML Office Administrator (temporary for labor Day Weekend)**

to White Mountain Lake

Sept. 5, 2016 Show Low, AZ

- Provided guest passes to community members upon verification of eligibility
- Rented boat slips and collected monies
- Created spreadsheets from handwritten notes to document passes given out; Associate members, Authorized Renters, and additions to the main roster allowed to have lake privileges
- Installed new combination printer, copier, fax machine to use with the computer system
- Recreated the boat slip agreement electronically
- Collaborated with the Lake Patrol

Aug. 2004

to

July 2011

**Program Assistant – Head Start**

Deer Valley unified School District

Phoenix, AZ

- Answered phones, greeted parents, provided information about the Early Childhood programs available in the district
- Assisted as needed with registration paperwork
- Maintained student records
- Mentored new teachers
- Recruited and trained volunteers and classified substitutes
- Assisted interns and student teachers in classroom placement; collected necessary information and maintained their files
- Created documents to track information electronically
- Attended monthly meetings to report on program; student outcomes, attendance, special services, etc.

Feb. 1997

to

May 2014

**Early Childhood Teacher – Head Start**

Deer Valley Unified School District

Phoenix, AZ

- Developed & implemented developmental activities for 3, 4, & 5 year old children that correlated to state and federal standards
- Developed and implemented individual goals for children; tracked and recorded their progress throughout the school year
- Adapted lessons to meet children's learning styles and abilities
- Maintained a safe and stimulating classroom environment through the use of clear and concise expectations
- Collaborated with other professionals to identify and provide children with necessary services (speech/language, OT, PT, etc.) as needed

- Collected and documented data for each child as mandated by the state & federal government
- Collaborated with parents on their child's development and cognitive growth
- Supervised volunteers, interns, student teachers, teacher assistant and evaluated teacher assistant

Sept. 2010  
to  
May 2012

***Language Arts Tutor***

*ABC tutoring Company  
Phoenix, AZ*

- Tutored a small group of K-3<sup>rd</sup> grade students in language arts after school
- Assisted with pre-testing to determine student strength and weaknesses in language arts
- Based on student needs, developed and implemented activities to improve student skills in language arts
- Recorded and reported student progress weekly and provide reports to parents and supervisors

Jan. 1991  
to  
Dec. 1996

***Early Childhood Teacher – Head Start***

*City Of Phoenix  
Phoenix, AZ*

- Developed & implemented developmental activities for 3, 4, & 5 year old children that correlated to federal standards
- Developed and implemented individual goals for children; tracked and recorded their progress throughout the school year
- Adapted lessons to meet children's learning styles and abilities
- Maintained a safe and stimulating classroom environment through the use of clear and concise expectations
- Collaborated with other professionals to identify and provide children with necessary services (speech/language, OT, PT, etc.) as needed
- Collected and documented data for each child as mandated by the federal government
- Collaborated with parents on their child's development and cognitive growth
- Supervised teacher assistant, volunteers, and interns

**Education**

Aug. 2006  
to  
May 2009

***Arizona State University***

*1151 Forest Avenue  
Tempe, AZ 85281  
Bachelor of Arts in Education, GPA 3.98*

Early Childhood Education – Mary Lou Fulton College of Education

Aug. 1975  
to  
Dec. 2006

***Glendale Community College***

*600 W. Olive Avenue  
Glendale, AZ 85302  
Early Childhood Teaching*

- 1991 – Certificate of Completion in Early Childhood Teaching
- 1995 – Associate in Applied Science Degree in Early Childhood Teaching with Highest Distinction, PTK

## **Current Certificates**

- AZ Dept. Of Ed. – Early Childhood Education, Birth through age 8 or grade 3
- SEI endorsement, K-12
- SAR Tech II Certification (Navajo County Search & Rescue)

## **Software/System Skills**

- Microsoft Office (Word, Excel, Power Point)
- Typing Speed 55 wpm
- Familiar with network drives, fax & copy machines

## **Professional & Volunteer Affiliations**

- Navajo County Sheriff's Office Search & Rescue Volunteer; Tracker and K9 Unit

Mark -

- Used the USB connection cable from the Sharp printer to connect the new HP 8710 Printer to the computer. - Once you get the password for the internet you won't need the USB cable. I unplugged the old Printer (it still works).
- ~~Tried~~ Connected the docking station to the computer and hooked up all the cables. Everything worked except for the USB inputs. (the mouse USB wouldn't work in any of the USB inputs). So... disconnected the docking station and put it back in the box.
- Made a copy of the boat slip layout and paperclipped it to the left side of the boat rental folder (in the left bottom drawer of the desk). Made a new copy of the boat slip agreement and put the original & a copy in the folder as well. Rented 2 slips over the weekend. Cash put in petty cash envelope and made the journal entries. Collected the keys as well.
- Input the list of passes given out electronically and gave out some to owners over the weekend -

all are input in the computer labeled  
2016 Lake Passes Given out. I also cross  
checked to see if my input of the names  
were correctly entered from the paper copy.  
I couldn't find a few so I highlighted  
them in yellow if someone wants to check  
later - would be helpful to have the County  
list <sup>(Roster)</sup> sent electronically. I did not print out  
a copy of this.

I also made electronic lists for the:

2016 Additions to Roster

2016 Associate Members

2016 Authorized Renters

Partnerships/Trust(s)/Corp./ETC  
I saved them to the desktop

I made (printed) copies of each and put them  
in the purple binder in front of each  
written document. I entered the information  
as written, then sorted alphabetically.

Thank you for asking for my assistance over  
this holiday weekend. Thank you for your  
trust in me with the duties needed.

I thoroughly enjoyed my time here  
and meeting everyone.

If you have questions or need to contact  
me, I can be reached at 602-677-3289  
Thank you, ~~Pat Stevens~~

September 25, 2016

Beach & Shore maintenance proposal

The sand on the swimming beach and the gravel/rock on the shore between the boat ramp and the swimming beach is in need of refreshing.

Since the lake level is expected to be lowest around the middle of October, now is the time that we should place additional material to freshen up the rough shore conditions.

I measured the areas in greatest need and estimate the following amount of materials would do the job. Reidhead Sand and Rock have supplied to us before and we have an account there when they will bill us through the County Finance Dept.

Concrete Sand – 44cu. yds. to cover 3600 sq. ft. @ 4” deep would equal approx. 60 tons at \$15.50 per ton would cost \$930.00.

1”- Rock – 16cu. yds. to cover 1700 sq. ft. @ 3” deep would equal approx. 22 tons at \$16.00 per ton would cost \$352.00

Lem Cook is willing to bring a backhoe to the shore and spread the materials after delivery. I hope to bring a estimated cost of his services to the meeting on Wednesday night.

Summary of estimated cost.

Sand	- \$930.00
Rock	- \$352.00
Spreading	- \$
Total	\$

Respectfully submitted,

Marc Silliman

September 25, 2016

Item/Issue: Buoy Tender Watercraft & Trailer maintenance

The District acquired a watercraft suited for tending to buoys and dock anchors many years ago. The unit is not pretty at all and has been dubbed “the gunnery” by past committee members.

This watercraft has been stored in the Loeffler’s yard and is still there today. I understand that in order to move it and/or use it for its intended use the trailer wheel bearings and tires will need to be replaced. There may be other items on the watercraft that need maintenance as well.

I have no estimates for the repairs at this time. But if we were to hire a mobile auto service come to repair the wheel bearings in the absence of a volunteer it could cost a couple hundred dollars. The wheels can be transported to a tire store for replacing the tires at an estimated cost of \$250.

This is a small cost but could grow once we find needs on the watercraft itself. However, I would be surprised if it would cost more than \$1,000 to fix it up for use.

I believe we should do this ASAP and use the watercraft for an attempt to correct the two dock anchors that were found to be out of sorts by the Sheriff’s dive team. Those are marked with buoys for location and if we attack this when the water is down we may be able to snorkel down for cable or chain attachment to allow for lifting and positioning back where they belong.

Respectfully submitted,

Marc Silliman