

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
APRIL 7, 2022
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 1:03 p.m. The meeting was conducted in person with a telephone conference option – with all attendees calling into the conference call.
2. **ROLL CALL OF BOARD MEMBERS:**
 - Celia Carr, Board Chair – Present
 - Sandra McClintock, Vice Chair – Present via Teleconference
 - David Cook, Board Member – Absent
 - Patti Ferguson, Board Member – Present
 - Angelo Angeleri, Board Member – Present

All of whom participated in the meeting via telephone conference call, thus constituting a quorum.

Also attending the meeting via telephone conference call were: Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”); Dave Dirren and Jarom Hlebasko of Sunrise Engineering.

3. **REFLECTION:** Board Chair Carr provided a reflection for today’s meeting.
4. **APPROVAL OF MINUTES:** Director McClintock and Board Chair Carr noted corrections in the regular session minutes from February 10, 2022. Director McClintock made a motion to approve the minutes of the February 10, 2022 Regular Session with the changes noted. Director Angeleri seconded. The motion passed unanimously.
5. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. No public was in attendance at the meeting, and no public comments were made.
6. **REPORTS AND CORRESPONDENCE:**

- A. **Chair Report:** Board Chair Carr gave the Board an update on several items. She summarized the January, February and March maintenance reports from Fann Environmental. She noted that Fann has been performing a lot of extra work in connection to the construction project, and you can see that in their invoices. The District’s Newsletter was mailed out with the February water bills and the Consumer Confidence Report went out with the March water bills. She suggested another update be included with the next water bills regarding the construction project and the pump issues.

Next the Board discussed their plans to paint the pump stations. They will meet on April 30th and paint as much as they can. A second day may be needed to finish all the pump houses. She noted there has been no update on the pending ARPA approval. Since the last meeting, Board Chair Carr has been reviewing the District’s old Policy and Procedure Manual. She is making what progress she can, but some of the finer details will need to be decided by the Board. She asked if the Board could meet for two workshops to finish the revisions to the Policy and Procedure Manual. The Board agreed, and decided to set dates at the end of the meeting. Board Chair Carr also noted that April is the annual review of the Municipal Accounts and Consulting contract. Ms. Galgano-Pinkley stated MAC has no changes they are requesting at this time. The Board agreed they are happy with the services and the contract as-is.

B. Administrative Report: Ms. Galgano-Pinkley presented and summarized the February and March Bookkeeper Report and Financials. Director McClintock made a motion to approve the Financial Report and checks as presented. Director Ferguson seconded. The motion passed unanimously. Ms. Galgano-Pinkley informed the Board that a customer had requested the Board review a high water bill. Ms. Galgano-Pinkley had reduced the billing to a lower tier, but the customer asked for additional consideration. After discussion, the Board approved the reduction of the invoice as-is, and did not approve a further reduction of the invoice. They noted their responsibilities as a governmental entity, and the reduction by Ms. Galgano-Pinkley is consistent with past practice for similar events. Director McClintock offered to allow the amount to be paid over 6 months if needed. The Board also discussed preparing a “Welcome Letter” that can be sent to new residents with information regarding the District and the water rates. Director Angeleri agreed to draft a letter for review.

Board Chair Carr noted that the deadline to file the 180 Day Election Notice with the County is May 12th. Ms. Galgano-Pinkley confirmed she has this date on the calendar to complete. Board Chair Carr and Director McClintock are up for re-election this year, so they will complete the candidate procedure if they wish to run again.

7. BUSINESS:

The Board considered item 7(B) first so that Mr. Hlebasko could make his presentation and then disconnect from the meeting. Director McClintock disconnected from the teleconference, and asked to be called back after the GIS Presentation.

B. Presentation of HPDWID GIS System: Mr. Hlebasko made a presentation of the GIS system to the Board. It was noted that the information for parcel ownership is linked to the County’s GIS system, and will update automatically with the County updates. The Board discussed all the “unknown” items Mr. Hlebasko had identified when compiling the GIS information. They asked Mr. Hlebasko to print a list of the items so they could prioritize and forward him information as needed. Board Chair Carr also requested a new PDF boundary map for the website. There was discussion regarding the remaining approved budget for finalizing a few of these pieces of information, and an estimated annual budget of \$10,000 for system maintenance. This number is just an estimate until the GIS team has a feel for how much updating the system will need annually.

After the presentation Mr. Hlebasko disconnected from the teleconference. Director McClintock was dialed back into the meeting.

A. Discussion and Possible Action re: Main Water Line/Madizell Construction project update; Change Orders #1 and #2; Utilization of HPDWID Water via fire hydrant; Contractor payments, schedule and timeline: Mr. Dirren noted the project is 60% complete, and the contractor is currently moving the temporary line between Pump House 2 and 3 for the next phase of construction. It is estimated that the project should be complete by mid-July. Board Chair Carr noted the Donaldson’s attorney had reached out for a status on the project – so it is possible their annexation request will come back after the project is complete. Board Chair Carr also noted that the Girl Scouts asked about being billed for their share of the project. She stated they would be billed at the conclusion of the project, when the final cost was known. Director McClintock suggested the District review the last 7 years of Camp water use, throw out the high and low years to get a 5 year average. They could use this average for the Camp’s share of the project. She suggested giving the Camp one year to make payments on the amount due, and anything beyond a year would be charged interest. It was suggested that the Board consult with Mr. Whittington regarding the interest they can charge as a governmental entity.

Mr. Dirren noted the contractor has used approximately 4,300 gallons of District water from the fire hydrant. This amount is being tracked and can be included in a WIFA reimbursement request at the end. The Contractor is not being billed for the water use, as they would then include their expense in their payment applications. Mr. Dirren also updated the Board on a question that came up while surveying the line through the forest. It appears a second easement document was recorded that does not follow where the line currently sits. Mr. Dirren recommended the District update the easements with the accurate location of the water line. The surveyor provided a not to exceed \$15,450 estimate to sort through the recorded documents, verify the location, and rewrite the legal descriptions. Mr. Dirren suggested the District get the easements updated in order to protect itself and the new water line. Director Ferguson made a motion to approve Sunrise Engineering to survey the water line along the private property between the forest service land and Arrowhead Drive, prepare new easements as needed, and recorded them for an expense not to exceed \$15,450.00. Director Angeleri seconded the motion. It was also noted that the updated easement on Double Eagle Road had not been recorded last year, per attorney's suggestion. The Board noted that may need to be revisited. The motion passed unanimously.

Mr. Dirren presented Change Order Number 1 and 2 for approval. Change Order No. 1 adds seven days to the construction contract and \$12,315. The price increase is due to moving a few meters down to the street on Madizell and Oak Cove. They were not able to reuse the old line as they thought, so new line has be installed from the meter at the street to where the meter was near the houses. Charge Order No. 2 adds seven days to the construction contract due to the snowy weather over the winter. Director Ferguson made a motion to approve Change Orders Number 1 and 2 as presented, at the additional cost of \$12,315 and 14 additional work days. Director Angeleri seconded the motion. The motion passed unanimously.

- C. Discussion and Possible Action re: GIS System, Modeling (including fire hydrant assessment):** Mr. Dirren recommended this item be deferred until the GIS system is completed.
- D. Discussion and Possible Action re: Fire Hydrant Maintenance/Scope of Work:** Director Angeleri provided the Board with information he collected from Central Arizona Fire after the last Board meeting. This year Central Fire will be checking the hydrants for flow and PSI. Director Angeleri believes the Board needs to be more involved and proactive in maintaining the fire hydrants. He suggested an annual follow up with Central Fire to confirm their maintenance and checks of the hydrants. Director Angeleri is going to put some information together to lead a community fire hydrant/fire-wise day to inspect and clear brush from the hydrants. The Board will follow up and discuss further at the next meeting.
- E. Discussion and Possible Action re: Pumps and Pump Stations:** Director Angeleri followed up to the discussion at the last meeting and wrote to 10 Districts to see what the standard was for pump stations. He said the responses varied widely – from metal sheds to full buildings. Director Angeleri volunteered to create a proposed scope of work to improve the pump houses. There was discussion regarding the benefits of insulation versus installed heaters. The Board deferred further discussion until May when Director Angeleri has a proposal.
- F. Discussion and Possible Action re: Vacant Lot Receivables Procedure:** Board Chair Carr noted there are a handful of vacant lots that are not paying the monthly base fee. She would like the Board to discuss if they would like to lien the property after a certain length of time of no payment. Director McClintock mentioned the District should check with Mr. Whittington if they can lien a property without a water meter. The Board discussed the balance between base fee and property taxes. The Board deferred the topic pending Mr. Whittington's answer regarding the lien and the Board's budget discussion related to rates and taxes.

- G. Discussion and Possible Action re: Girl Scout Fees/Contract:** Board Chair Carr updated the Board that the Camp is ready to sign the new contract. Director McClintock said she would write up the procedure for calculating the water line project share so they can review.
- 9. FUTURE MEETING DATES:** The Board Chair mentioned the upcoming meeting dates. The next meeting will be held at either the Library, at Municipal Accounts & Consulting's office, or via telephone conference. The next meeting is tentatively scheduled for May 23, 2022 at 1 pm – location to be determined.
- 10. ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 3:56 p.m.