

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
AUGUST 16, 2022  
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 12:06 pm. The meeting was conducted in person with a telephone conference option – with no attendees calling into the conference call.

2. **ROLL CALL OF BOARD MEMBERS:**

Celia Carr, Board Chair – Present  
Sandra McClintock, Vice Chair – Present  
David Cook, Board Member – Present  
Patti Ferguson, Board Member – Present  
Angelo Angeleri, Board Member – Present

Thus, constituting a quorum. Natalie Galgano-Pinkley of Municipal Accounts & Consulting joined the meeting at 12:10 pm.

3. **REFLECTION:** Board Chair Carr provided a reflection for today’s meeting.

4. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. No public comment was made.

5. **BUSINESS:**

A. **Discussion and possible action re: HPDWID Manuals:** The Board discussed the “Water Conservation” plan and the best way to get the information to the residents. They decided the document would go in the historical documents and they would send conservation information out in the next community newsletter. The Board then reviewed the drafted Policies and Procedures.

Director McClintock noted the document retention policy references the Arizona State requirements; and she has highlighted the pertinent items. The Board noted they needed to update the District’s record request form to refer to the District’s rate schedule. Director McClintock made a motion to approve Policy Packet 7a (as identified on the Board’s meeting packet). Director Cook seconded the motion. The motion passed unanimously.

Policy Packet 7b relates to elections; which the Board noted Arizona Statutes will supersede their policy. They will include a statement regarding that in the policy. They will also update the title to refer to “Board Elections” so its purpose is clear for the public.

Policy Packet 7c relates to enforcement. Director McClintock made a motion to approve Policy Packet 7c. Director Angeleri requested the title be changed to Policy Enforcement for clarity. Director Cook seconded the motion. The motion passed unanimously.

Policy Packet 7d are definitions for the Manuals. It was noted the Board may add terms as they come up in each policy. The term consumer will need to be added and include the cubic feet to gallon conversion formula. Director McClintock made a motion to approve Policy Packet 7d with the understanding that definitions may be added as they come up in other policies or manuals. Director Ferguson seconded the motion. The motion passed unanimously.

Policy Packet 7e includes financial policies. Director Angeleri drafted very in depth policies. The Board reviewed the draft, and Natalie will review and add billing and water service sections to Director Angeleri's document.

The Board took a break from 1:43 to 1:55 – the teleconference remaining active.

Policy Packet 7h – Operational Policies - was included in Director Angeleri's draft. The Board reviewed the draft in detail. It was determined that some of the more strict items, the policy should be reviewed with Fann. It was noted the Board would also like to have a Procurement Policy included in the Operational Section.

Ms. Galgano-Pinkley reviewed Service Termination (Policy Packet 7i) with the Board.

Director Cook reviewed his draft of Policy Packet 7j – Customer Complaints and Property Owner Responsibilities.

The Board decided to have the revised policies ready at the October Board meeting. Each person will bring 6 copies of their final drafts printed, and bring the Word Document file on their flash drive. At the October meeting the Board will discuss hiring a typist to compile the document. After the October meeting, the Board will have 2 weeks to review all the finalized policies in order to have the files to the typist in November. They hope to have the final document back to approve at the December meeting.

The Board Chair also asked the Directors to review the ARPA training packet by the October meeting. Ms. Galgano-Pinkely will bring a sign sheet for the District's records showing each director reviewed the material.

6. **ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 4:30 pm.