

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
FEBRUARY 13, 2023  
PUBLIC SESSION MINUTES**

**1. CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 10:00 a.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  
David Cook, Board Member – Present  
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 and telephone conference call was Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”).

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

**4. APPROVAL OF MINUTES:** Board Chair Carr noted she had one edit to the 12/12/2022 minutes. Director McClintock made a motion to approve the Minutes of the December 12, 2022 Regular Session as corrected. Director Cook seconded. The motion passed unanimously.

**5. REPORTS AND CORRESPONDENCE:**

**A. Chair Report:** Board Chair Carr reviewed the December and January operation reports from Fann. Director Angeleri noted that Fann has been replacing the pump house heaters annually. The Board may want to consider a more permanent solution.

**B. Administrative Report:** Ms. Galgano-Pinkley presented and summarized the December 2022/January 2023 Bookkeeper Report and Financials. Director McClintock made a motion to approve the Financial Report and checks as presented. Director Cook seconded. The motion passed unanimously.

Dave Dirren joined the teleconference at 10:18 am.

**6. CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. There were no public comments.

**7. BUSINESS:**

The Board moved to 7B and E first, to receive updates from Mr. Dirren.

**B. Discussion and possible action re: Main Water Line Property Easements/Legal Update and Forest Service Easement Update:** Mr. Dirren reported the Forest Service easement is complete, and has been submitted to the Forest Service for review and approval. Sunrise followed up last week, but has not heard back from the Forest Service yet. After the Forest Service approves the easement, Sunrise will record the new easement and abandon the prior easement. Mr. Dirren reported they have reviewed Mr. Whittington's drafted easements, which are correct. He will follow up with Mr. Whittington, and Mr. Whittington can move forward with contacting property owners.

**E. Discussion and possible action re: Sunrise Engineering ARPA/Project Design Services and Bid Package Preparation Contract(s) and Legal Review:** Directors Angeleri and McClintock briefed the Board on their meeting with the County regarding ARPA administration. The District previously approved a contract with Sunrise, pending legal review. That contract will need to be broken into two separate contracts to comply with ARPA requirements. Director McClintock made a motion to approve the contract with Sunrise Engineering for bidding and design services, pending legal review. Director Angeleri seconded the motion. The motion passed unanimously. Per their meeting with the County, the District will need to go out for bid for ARPA administration services. The County has bidding requirements and recommendations for the District to use.

**A. Discussion and possible action re: HPDWID GIS System and Follow Up Meeting 1/9/2023:**

3. **Water Location Service/Additional GIS System Work:** Director Angeleri advised the Board that the EPA pipe requirements have a 2024 date for knowing what all District and customer lines are made of. If lead is found in any District or customer lines, the District will need an action plan to remove lead pipes from the system. Based on his review of the regulations, Director Angeleri made a motion to approve the locator services Mr. Dirren presented at the last meeting. Director McClintock seconded the motion. The quote for this service is \$13,700; and will detect the size, location, and material of the District lines. The information from this service will be loaded into the GIS under Sunrise's maintenance contract. The motion passed unanimously.

Mr. Dirren left the teleconference at 10:46 am.

1. **HPDWID Capital Project Plan (1-5 years):** Director Angeleri provided the Board with a list of projects to include in the District's plan for the next 5 years. Director McClintock noted they should add the pump house heaters and replacing the Oak Cove line to this list. The Board also discussed including the repair/replacement of the upper water tank. Director Angeleri noted he had rough cost estimates and completion dates assigned for the projects, but they would be prioritized based on need and funding.

2. **GIS Problem Areas Prioritized:** Director Angeleri noted that most of the outstanding GIS items should be resolved by the locating services the Board approved under Item 7(A)(3).

4. **2023 Sunrise GIS Billing:** Board Chair Carr noted the District had been billed for the annual GIS subscription services, and the check was approved under the Bookkeeping/Administrative report earlier.

**C. Discussion and possible action re: Application/Ratification of Loan Scope Change and January 2023 WIFA Meeting Update:** Director Angeleri updated the Board that the District's request for change of scope for their 2021 WIFA Loan was approved.

**D. Discussion and possible action re: Martin Brennan/David McAttee 1/5/2023 Meeting Update and ARPA Award and Conflict Certification:** Director Angeleri provided the Board members with the conflict certification for their signature related to the ARPA project. The Board completed the forms and returned them to Director Angeleri.

**F. Discussion and possible action re: Phone Call and Letter to Matt Thesing/Girl Scout Director re: New HPDWID/Girl Scout Agreement/Proportionate Share Payment of Infrastructure Project:** Director McClintock updated the Board on her conversation with Mr. Thesing. He advised that the new contract has been signed and is ready to send with their

payment of their proportionate share of the transmission line project. Ms. Galgano-Pinkley sent the invoice earlier this month, and it was due within 60 days. It was noted that Mr. Whittington had previously suggested the District get the City's approval on the new contract before the District signs the contract.

**G. Discussion and possible action re: Girl Scout Monthly Billing Update beginning 12/2022:**

Ms. Galgano-Pinkley advised the Board that the Girl Scouts had received their first bill with the new billing rate. Their AP contact did call and verify the new rate, but there was no other issue with the new monthly billing rate.

**H. Discussion and possible action re: Water Line Operational/Maintenance Schedules and Policies/Procedures; HPDWID Operational Contract follow up from Fann:**

The District's drafted policies and procedures require Fann to complete more additional items that what is in the current contract. The meeting with Fann had to be postponed, but Director Angeleri sent Fann the drafted policies and procedures for their review and to look at including more preventative maintenance.

**H. Discussion and possible action re: Approval of 2023 Bylaws/Rules of Procedure and Policies and Procedures:**

Director Angeleri noted that Board Chair Carr provided lots of feedback on the most recent draft of documents. Director Angeleri is working through those comments. However, a draft of the documents were provided to the County as part of the ARPA discussion and review of the District's procurement policies. With that in mind, Director Angeleri made a motion to approve the Bylaws and Policies and Procedures as they were sent out on 12/16/2022. Board Chair Carr's comments and any future changes can be incorporated by amendment later on. Director Cook seconded the motion. Directors Angeleri, McClintock, Cook, and Ferguson voted for the motion; Director Carr voted against.

**J. Discussion and possible action re: Decommission of the 2021 Revised HPDWID District Ordinance:**

Director McClintock made a motion to decommission the 2021 Revised HPDWID District Ordinance. Director Angeleri seconded the motion. Director Carr noted that the Ordinance will need to be removed from the District website. The motion passed unanimously.

**I. Discussion and possible action re: HPDWID DropBox Organization Drive:**

Director Angeleri will maintain the District documents on the DropBox account. The account allows for 2 author-users and 1 read-only user. The Board discussed doing a DropBox demonstration at a future meeting.

**K. Discussion and possible action re: HPDWID Infrastructure Maintenance (Water tanks; pump replacements, pump house remediation):**

This item was covered under Item A; no discussion.

**L. Discussion and possible action re: 2023/2024 NFP Insurance Policy:**

Board Chair Carr reached out to the District's insurance agent about quotes for the desired policy coverage increase. They cannot provide a quote at this time, but should have one in April for the meeting and budget discussions.

**M. Discussion and possible action re: Water Bill Negotiations:**

There were no requests for the Board to consider.

**N. Discussion and possible action re: Annexation Request for Parcel 100-01-146G:**

Director Angeleri updated the Board about his meeting with the property owner. He discussed the difficulties there would be in providing water to the property with the owner. The owner noted

he was considering selling the property, and was not interested in moving forward with any annexation requests.

**P. Discussion and possible action re: Board Member Resignation – Celia Carr:** Board Chair Carr had previously submitted a letter of resignation for the Board’s consideration; effective 2/28/2023. She noted that several items will need to be updated after her resignation: the notice on file with the County; DropBox access and maintenance; GIS login; maintenance of the District website; notices being posted; contact information on the agenda; and phone conference number for future board meetings. Director Ferguson made a motion to accept Director Carr’s resignation. Director Cook seconded the motion. The motion passed unanimously.

**O. Discussion and possible action re: Selection of 2023-2024 HPDWID Chair, Vice-Chair, Treasurer and Board Clerk:** Director McClintock made a motion to appoint Director Angeleri as Board Chair. Director Cook seconded the motion. Director Angeleri asked, that if he be appointed, that the Board help share duties. Director Carr did a lot herself, and he cannot commit to doing as much as she did. The motion passed unanimously. Director Cook made a motion that Director McClintock be appointed the Vice-Chair. Director Angeleri seconded the motion. The motion passed unanimously. The Board discussed the Treasurer position, and it will be left vacant for the time being. Director McClintock made a motion to appoint Director Ferguson as the Board Clerk. Director Cook seconded the motion. The motion passed unanimously.

**Q. Discussion and possible action re: 2023 Newsletter Date/Topics/Authors:** Generally, the Board has sent newsletters in April, and in July or August. Director McClintock will begin working on the April newsletter with District updates. Director Angeleri will work on an update relating to the Lead/Copper project. It was mentioned the newsletter might include a call for interested parties to apply to be nominated to the Board.

**8. FUTURE MEETING DATES:** The next Board meeting is set for April 10, 2023 at 10:00 am. **9.**

**ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 12:26 pm.