

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
AUGUST 14, 2023
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Angelo Angeleri 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:**

Angelo Angeleri, Board Chair – Present via conference call
Sandra McClintock, Vice Chair – Present
David Cook, Board Member – Present
Patti Ferguson, Board Member – Present

All of whom were present, thus constituting a quorum.

Also attending the meeting was Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”). The conference call line was open for the entire board meeting.

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

4. **APPROVAL OF MINUTES:** Director McClintock made a motion to approve the Minutes of the April 10, 2023 Regular Session as corrected. Director Cook seconded. The motion passed unanimously. Director McClintock made a motion to approve the Minutes of the June 6, 2023 and June 19, 2023 Regular Session. Director Cook seconded. The motion passed unanimously.

5. **REPORTS AND CORRESPONDENCE:**

A. **Chair Report:** Board Chair Angeleri reviewed the April through July operation reports from Fann. He noted the lower tank project is on pause until they can verify the size of tank needed. RFPs have been sent out to engineering firms, and they plan to review and make a decision at the October meeting. The County reached out about additional ARPA funding, and Chair Angeleri let the County know the District could use it if available. Board Chair Angeleri and Director Ferguson have done another review of the District policies. They asked the Board to review for approval at the October meeting.

B. **Co-Chair Report:** Director McClintock provided the Board with an update regarding APS possibly upgrading the pump stations electrical capacity. She will continue to work with them, but they estimate the cost to be \$26,000. She is also working with Fann on identifying the District’s loss of water from leaks and accuracy of meters.

Director McClintock provided the Board with the following update on the Girl Scouts updated contract: Since at least 1974, the Girl Scouts and the District (the successor to Highland Pines Properties and Highland Pines Water Company) have had a relationship, in which the District provides water to the Willow Springs Girl Scout Camp. A contract was created and signed in 1974 documenting this relationship. The contract has been updated incorporating some changes. This contract has been signed by the Girl Scouts. The District wants to maintain this relationship and will be signing the contract in the near future. The contract was submitted to the City of Prescott for City approval. The attorney for the City is looking for any documents in the City’s archives where the City suggested or requested the District to provide water to the Girl Scouts.

C. Administrative Report: Ms. Galgano-Pinkley presented and summarized the April through July 2023 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.

6. BUSINESS:

A. Discussion and possible action re: recruitment of the 5th HPDWID Board Member to replace the Board Member position vacated by Celia Carr: The Board Chair updated the Board that they have 2 applicants already. They can discuss the candidates at the October Board Meeting. If reviewed in Executive Session, notice will need to be sent.

B. Discussion and possible action re: customer request for monthly fee reduction: Ms. Galgano reviewed the customer's request. She suggested that in the next fee schedule the Board could consider a "vacation rate" where if a customer has the meter turned off for a length of time they could have an adjusted base fee. Director McClintock asked they review again in May to approve with the next rate and fee schedule.

C. Discussion and possible action re: Annexation request (5015 W Lonesome Hawk Dr.): Director McClintock received an informal request from the property owner. She informed the property owner of the prior engineering report concerning water availability for all current District properties. The property owner agreed to wait until a new engineering study is obtained to request annexation again.

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

8. FUTURE MEETING DATES: The next Board meeting is set for October 9, 2023. They will discuss 2024 meeting dates at that meeting as well.

9. ADJOURNMENT: There being no further discussion, the meeting was adjourned at 11:31 am.