

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
OCTOBER 20, 2023  
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Angeleri called the meeting to order at approximately 10:05 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  
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 August 14, 2023 Regular Session as corrected. Director Cook seconded. The motion passed unanimously.

5. **REPORTS AND CORRESPONDENCE:**

A. **Chair Report:** Director Angeleri reviewed the August and September operation reports from Fann. He noted the pump running times and will follow up with Fann on the difference in hours for Pump 2. He will also follow up on a measurement of the leak/trickle from the tank. Fann asked for approval to replace the backflow device at Station 1. Director Angeleri will follow up on the size of the backflow to ensure it is adequately sized. Director McClintock made a motion to approve Fann to replace the Booster Station 1 backflow as necessary after Director Angeleri’s discussion with Fann, not to exceed \$5,000. Director Ferguson seconded the motion. The motion passed unanimously. Director Angeleri noted he asked Fann to complete three additional projects: find and mark all fire hydrant valves, have Rob review his “master” hard copy map and compare to the GIS, and identify a Fann employee to be a field contact for APS.

Director Angeleri updated the Board on the engineering bids for the Hydraulic Analysis and Component Sizing. The District received one bid from Sunrise. The Board did reach out to other firms to try and get multiple bids. He noted Sunrise has lots of experience with GIS and with surveys in this field. They responded quickly and are well qualified. Director Angeleri made a motion to move forward with proposal from Sunrise Engineering, pending legal review of the contract, to conduct a system wide hydraulic analysis not to exceed \$80,000. Director Ferguson seconded the motion. The Board discussed that when construction starts, they will make a concerted effort to find competent oversight on the projects and build new relationships with new partners. The motion passed unanimously. Director Angeleri will request the contract for review and Director McClintock will let Mr. Whittington know it’s on the way over to him.

Director Angeleri also updated the Board on the Policies and Procedures. Director McClintock has noted some corrections and is continuing to work through the documents. Director Angeleri will also work to update the backflow prevention and pressure regulator policies. Director Angeleri recommended the Policies be sent out to the Board for final review after Director McClintock finishes her review and the Board consider for approval at the next meeting.

The Board discussed getting business cards for the District and Board Members. The card can list the District, Board names, and contact information for Municipal Accounts. They could include Directors phone or emails too if they'd like. Director McClintock made a motion to purchase business cards for the District. Director Cook seconded the motion. The motion passed unanimously.

Director Angeleri noted he plans to attend the Special District Summit in November. Director Cook may attend as well.

- B. Co-Chair Report:** Director McClintock provided the Board with an update regarding APS possibly upgrading the pump stations electrical capacity. Director Angeleri made a motion to submit the APS documents to Fann to complete and bill the District as appropriate. Director McClintock seconded the motion. The motion passed unanimously.

Director McClintock gave the Board an update on the contract with the Girl Scout Camp. In line with the long history of providing water to the Girl Scout camp, the District created a new contract which was agreed to by the Girl Scouts and the City of Prescott. The Board is pleased to continue this relationship with the Girl Scouts.

Director McClintock gave the Board an update on the letter Mr. Whittington received from a property owner's attorney for the updated transmission line easement. From reading the letter it appears they don't fully understand how the District's infrastructure operates. Also, all areas of the project were fully reseeded per the Forest Service's requirements. Director Angeleri will work with Mr. Whittington to craft the response, helping provide details on how the system operates. He will ask Mr. Whittington to send acknowledgement to the other attorney, and let the property owners know the District is working on the response.

Director McClintock gave an update on finding a District auditor. She recommended staying with the same auditing firm once the relationship is established. Director McClintock made a motion to have certified public audits conducted for all years as required by WIFA. Director Cook seconded the motion. The motion passed unanimously.

- C. Administrative Report:** Ms. Galgano-Pinkley presented and summarized the August through September 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. The Board also completed updated signature cards for the Customer Billing account with Central Bank. They asked Ms. Galgano-Pinkley to be a signor to assist with moving money to the District's checking account. She is not authorized to sign 3<sup>rd</sup> party checks or wire. Director McClintock also updated the Board that she instructed Ms. Galgano-Pinkley to pay their regular monthly expenses online when possible to cut down on coordinating director signatures on checks between meetings.

## 6. BUSINESS:

- A. Discussion and possible action re: recruitment of the 5<sup>th</sup> HPDWID Board Member to replace the Board Member Position vacated by Celia Carr:** The Board reviewed the bio's submitted by the two interested candidates. They discussed at length the District's

current state of flux and when would the best time would be to appoint a new Director so they are not thrown into the middle of ongoing projects. Director Angeleri made a motion to postpone nominating a new director until November 2024. Director Cook seconded the motion. After much discussion, it was decided now may not be the best time, but they would need to revisit this again soon so the new Director would have time to get up to speed before the next election in November 2024. The motion was denied unanimously. The Board discussed actively working on recruiting until February 2024, and keeping an eye on the upcoming election. Director Angeleri made a subsequent motion to postpone any nomination until February 2024. Director Cook seconded the motion. The motion passed unanimously.

7. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. There was no public comment.
8. **FUTURE MEETING DATES:** The next Board meeting is set for December 11, 2023. They will discuss 2024 meeting dates at that meeting as well.
9. **ADJOURNMENT:** There being no further discussion, Director McClintock made a motion to adjourn. Director Cook seconded the motion. The motion passed unanimously. The meeting was adjourned at 12.45 pm.