

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
DECEMBER 11, 2023  
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair 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  
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”) and District counsel William Whittington of Boyle, Pecharich, Cline Whittington & Stallings,. 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 October 20, 2023 Regular Session with correction – namely the date listed on the header. Director Cook seconded. The motion passed unanimously.

5. **REPORTS AND CORRESPONDENCE:**

A. **Chair Report:** Director Angeleri reviewed the October operation reports from Fann. No issues were noted but he requested to keep an eye on temperatures. The board packet included an update on the Lower Water Tank Project. Yavapai County communicated to the Board that a contract must be in place by the end of 2024 in order to keep the grant money provided by the America Rescue Plan Act (hereinafter “ARPA”). The project must be completed by 2026. Directors Angeleri and McClintock have completed a timeline for the completion of the tank replacement by 2024. A meeting was scheduled with Yavapai County for January 16, 2024. The Board suggested Mr. Whittington attend the meeting in order to demonstrate their level of commitment. The overall cost of the Lower Water Tank Project is estimated to be \$721,000. Designated grant funding from ARPA is estimated to be \$300,000, possibly more. The Board requested that Yavapai County be notified that they are moving forward with the project in the monthly report.

Sunrise is completing a Statement of Work to present to the Board for the Hydraulic Analysis and Component Sizing.

Director McClintock updated the Board on the Policies and Procedures. Ordinance No. 2020-1 was removed from the website and replaced with District By-laws.

A business card prototype was presented at the meeting to the Board. The Board was instructed to review the business card for missing information and to report corrections to Director Angeleri. Next, the Board discussed a past order made in town for magnets that were designed to be used by the District. It was discussed to match the magnets to the business card with a pinecone and water design.

- B. Co-Chair Report:** Director McClintock did not have an update on the water line easements.

Director McClintock gave an update on finding a District auditor. She is waiting for a revised engagement letter from CliftonLarsonAllen LLP.

**C. Administrative Report:**

Ms. Galgano-Pinkley presented and summarized the October through November 2023 Bookkeeper Report and Financials. Ms. Galgano-Pinkley will provide the remaining account balances on loans 2009 and 2012 at the next meeting. District insurance renewal will be included on the next agenda. Director McClintock made a motion to approve the Financial Report and checks as presented. Director Cook seconded. The motion passed unanimously.

**6. BUSINESS:**

Director McClintock made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice and pursuant to A.R.S. § 38-431.03(A)(4) to give instructions to legal counsel regarding the HPDWID easement along main water transmission line. Director Ferguson seconded the motion, which passed unanimously.

The Board left the public meeting teleconference to move into Executive Session at approximately 10:35 am, and noted they would return to public session at approximately 11:00 am.

The Board rejoined the public session at 11:14 am.

**7. BUSINESS (continued):**

**A. Discussion and possible action re: HPDWID Easement/As-Built/New Survey & Legal Description, Parcel 100-01-109P Inquiries along Main Water Transmission Line:**

Director McClintock made a motion to instruct attorney to proceed as discussed in Executive Session and to prepare said documents and provide to chair for approval prior to submission to the requesting parties. Director Cook seconded. The motion passed unanimously.

**B. Discussion and possible action regarding customer request for monthly fee reduction:**

Director Angeleri asked about prior balance and 50,000 gallons used. He suggested this is a good reminder to customers to shut their water off while they are gone. Director McClintock, reminded the board that as a government entity they can't treat anyone differently and are not allowed to reduce water bills. She suggested offering a one-year payment plan to the customer. If the customer defaults on the one-year payment plan, the balance on the account would be due immediately and the District would lien as needed. Director McClintock made a motion to offer a one-year payment plan for the balance owed of \$2,662.92 for the November 2023 bill with 54,000 gallons used. This payment plan will be offered contingent on the past due amount paid in full immediately and the payment plan will be voided if defaulted. Director Cook seconded. The motion passed unanimously. Director Ferguson made a motion to send a letter with the discussed terms to be signed and returned and Director Angeleri to approve the letter prior to sending. Director McClintock seconded. The motion passed unanimously. The Board reached a consensus that Ms. Galgano-Pinkley will draft the letter and Director Angeleri will approve the letter. Mr. Whittington will be included on all communications regarding the letter draft.

**C. Discussion and possible action regarding HPDWID Policy and Procedure review/update**

**Version 2:** Director McClintock is still working on her review and will bring Version 2 to the next meeting for the Board's review. She is specifically going to rework the annexation

section, and how it applies to private wells. Director Angeleri will also be adding a section regarding the District's website maintenance and updating.

8. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. There was no public comment.
9. **FUTURE MEETING DATES:** The next Board meeting is set for February 12, 2024. Board meetings will take place the second Monday of every other month starting in February.
10. **ADJOURNMENT:** There being no further discussion, Director McClintock made a motion to adjourn. Director Ferguson seconded the motion. The motion passed unanimously. The meeting was adjourned at 11:30 am.