

**Highland Pines Domestic Water Improvement District**

Municipal Accounts and Consulting, L.P.  
240 South Montezuma Street, Suite 202B  
Prescott, AZ 86303

**NOTICE OF MEETING  
February 13, 2023**

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in regular session on Monday, February 13, 2023, at 10 a. m. in the offices of Municipal Accounts and Consulting, L.P. Board Members may participate via teleconference. Members of the public may only participate via telephone conference. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District's attorney on matters as set forth in the Agenda.

**DUE TO COVID VIRUS CONCERNS, PARTICIPATION BY THE PUBLIC MAY BE LIMITED TO ATTENDANCE VIA TELECONFERENCE. THE PUBLIC TELECONFERENCE WILL BEGIN AT 10:00 A.M. MEMBERS OF THE PUBLIC MAY JOIN THE TELECONFERENCE BY FOLLOWING THE INSTRUCTIONS BELOW:**

Instructions for joining the meeting via teleconference:

1. Dial 1 (978) 990-5000.
2. When prompted for the conference ID, enter 283052.
3. If you have difficulty accessing the teleconference, please call Municipal Accounts and Consulting at 928-800-5364.

**AGENDA**

**1. CALL TO ORDER**

**2. ROLL CALL OF BOARD MEMBERS**

**3. REFLECTION**

**4. APPROVAL OF MINUTES**

- A. Regular Session Meeting of 12/12/2022.

**5. REPORTS AND CORRESPONDENCE**

- A. Chair Report – Celia Carr

1. December 2022 and January 2023 Fann MOR Reports

- B. Administrative Report – Natalie Galgano-Pinkley

1. Discussion and possible action re: December 2022 and January 2023 Bookkeeper Report/Financials.

**6. CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public now or during topic related agenda item. Those wishing to address the Highland Pines Domestic Water Improvement District Board need not request permission in advance. The District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

**7. BUSINESS**

- A. Discussion and possible action re: HPDWID GIS System and Follow Up Meeting 1/9/2023 (Angelo & Sandy).

1. HPDWID Capital Project Plan (1-5 Years).
2. GIS Problem Areas Prioritized (inside and outside the 1-5 Year Project Plan).
3. Water Locator Service/Additional GIS System Work (water line location service \$13,700 quote and Spring/Summer 2023 implementation, EPA pipe requirements).
4. 2023 Sunrise GIS Billing

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- B. Discussion and possible action re: Main Water Line Property Easements/Legal Update (Whittington) and Forest Service Easement Update (Dirren).
- C. Discussion and possible action re: Application/Ratification Loan Scope Change and January 2023 WIFA Meeting Update (Angelo).
- D. Discussion and possible action re: Martin Brennan/David McAttee 1/5/2023 Meeting Update and ARPA Award and Conflict Certification (Angelo & Sandy).
- E. Discussion and possible action re: Sunrise Engineering ARPA/Project Design Services and Bid Package Preparation Contract(s) and Legal Review (Whittington).
- 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 (Sandy).
- G. Discussion and possible action re: Girl Scout Monthly Billing Update beginning 12/22 (Natalie).
- H. Discussion and possible action re: Water Line Operational/Maintenance Schedules and Policies/Procedures; HPDWID Operational Contract follow up from Fann (Angelo).
- H. Discussion and possible action re: Approval of 2023 Bylaws/Rules of Procedure and Policies & Procedures.
- I. Discussion and possible action re: HPDWID DropBox Organizational Drive.
- J. Discussion and possible action re: Decommission of 2021 Revised HPDWID District Ordinance.
- K. Discussion and possible action re: HPDWID Infrastructure Maintenance (Water Tanks, Pump Replacement(s) and Update, Pump House Remediation) (Angelo).
- L. Discussion and possible action re: 2023/2024 NFP Insurance Policy.
- M. Discussion and possible action re: Water Bill Negotiations.
- N. Discussion and possible action re: Annexation Request Parcel 100-01-146G.
- O. Discussion and possible action re: Selection of 2023-2024 HPDWID Chair, Vice-Chair, Treasurer and Board Clerk.
- P. Discussion and possible action re: Board Member Resignation – Celia Carr.
- Q. Discussion and possible action re: 2023 Newsletter Date/Topics/Author(s).

**8. FUTURE MEETING DATES**

**Date/Place/Time:** The Highland Pines Domestic Water Improvement District Governing Board usually meets at 10:00 a.m. on the 2<sup>nd</sup> Monday of the month every other month beginning in February. The HPDWID board meetings will be held at Municipal Accounts and Consulting, 240 S. Montezuma, Suite 202B, Prescott, Arizona OR at the Prescott Public Library, 215 E. Goodwin Street, Prescott, Arizona or at the end of Rock Haven cul-de-sac (closest property address is 960 N. Rock Haven).

**A. Upcoming Scheduled Meeting Dates:**

- **2023 Meeting Dates (10 am to 12 noon).**
  - i. **4/10/23 (Tentative Budget, Rates & Fees)**
  - ii. **6/12/23 (Public Hearing and Special Meeting, 4:30 pm at Rock Haven)**
  - iii. **8/14/23**
  - iv. **10/9/23**
  - v. **12/11/23**

**9. ADJOURNMENT**

Notice of Meeting (Agenda) dated and posted 2/\_\_\_\_\_/2023 at \_\_\_\_\_, local time by Dave Cook, Board member. If any disabled person needs any type of accommodation, please notify the Highland Pines Domestic Water Improvement District at 928-800-5364 prior to the scheduled meeting time.