

**NOTICE OF MEETING
HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
AUGUST 21, 2020**

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in regular session on Thursday, August 21, 2020 at 1:00 pm. The meeting will be held remotely by conference call 978-990-5000, access code 283052. 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 item. The following topics and any variables thereto, will be subject to Board consideration, discussion, approval, or other action. All items are set for possible action.

AGENDA

1. CALL TO ORDER

2. ROLL CALL OF BOARD MEMBERS

3. APPROVAL OF MINUTES

- A. 5/21/2020 Executive Session Meeting Minutes
- B. 7/17/2020 Executive Session Meeting Minutes
- C. 7/17/2020 Public Session Meeting Minutes

4. 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.

5. REPORTS AND CORRESPONDENCE

- A. Chair Report – Celia Carr
 - 1. July 2020 Fann Monthly Operations Report
- B. Administrative Report – Natalie Galgano-Pinkley, Municipal Accounts & Consulting, L.P.
 - 1. Billing Update
 - 2. Discussion and possible action re: Approval of Municipal Financial Reports
 - a) 2019/2020 June Year End Report
 - b) 2020 July Bookkeeper Report
 - c) 2020 August Expenditure Report

6. BUSINESS

- A. Discussion and possible action re: Main Transmission/Madizell Water Line Infrastructure Project and USDA Forest Service Special Use Permit Update - Dave Dirren, Sunrise Engineering.
- B. Discussion and possible action re: ratification of Board Chair approval of a \$2900 change order to Sunrise Engineering to mark the HPDWID main water transmission line infrastructure project course through the Prescott National Forest for cultural clearance by the archeologist of the Heritage Resources Group.
- C. Discussion and possible action re: creation of a Resolution to allow Board Chair or Vice-Chair to authorize expenses related to a) main water transmission line infrastructure project or b) water line maintenance and operational expenses up to \$7500.
- D. Discussion and possible action re: Magnet Insert with HPDWID Contact Information (stuffer in water bill, print charge \$249 for count of 500 plus design services).

- E. Discussion and possible action re: Public Records Request form.
- F. Discussion and possible action re: Election of Chair and Vice-Chair.

7. POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION

- A. Possible vote to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice on
 - 1. Wilhelm/Lollar Property Annexation (parcels 100-01-134Q and 100-01-134P).
 - 2. Skibiski Easement (parcel 100-01-009D).
 - 3. Water Meter on 5940 W. Sleepy Hollow Drive (parcel 100-04-085).
 - 4. Options for Handling High Dollar Delinquent Accounts (i.e., 10K).

8. BUSINESS

- A. Discussion and possible action re: Wilhelm/Lollar Property Annexation (parcels 100-01-134Q and 100-01-134P).
- B. Discussion and possible action re: Skibiski Easement (parcel 100-01-009D).
- C. Discussion and possible action re: Water Meter on 5940 W. Sleepy Hollow Drive, (parcel 100-04-085).
- D. Discussion and possible action re: a request for legal counsel to review USDA Forest Service Special Use Permit and/or the Appendix B Operating Plan.
- E. Discussion and possible action re: New HPDWID Girl Scout Agreement and possible annexation to HPDWID.
- F. Discussion and possible action re: FY 2021 2022 Budget
 - 1. Base Fee vs. Access Fee to include all property owners within HPDWID.
 - 2. Ad Valorem Tax vs. Flat Billing Fee for funding Main Water Line Transmission Infrastructure Project.

9. FUTURE MEETING DATES

A. Date/Place/Time: The Highland Pines Domestic Water Improvement District Governing Board usually meets at 10:00 a.m. on the 2nd Thursday of the second month of every quarter. The HPDWID board meetings will be held at the Prescott Public Library, 215 E. Goodwin Street, Prescott, Arizona OR at Municipal Accounts and Consulting, 240 S. Montezuma, Suite 202B, Prescott, Arizona OR at the end of Rock Haven cul-de-sac (closest property address is 960 N. Rock Haven, Prescott) OR remotely by conference call 978-990-5000, access code 283052.

B. 2020-2021 Scheduled Meeting Dates: 11/12/20, 2/11/21, 5/13/21, 6/10/21 (Public Hearing, 2021-2022 Budget/Rates & Fees), 8/12/21, 11/11/21

10. FUTURE MEETING AGENDA ITEMS

- A. Main Transmission Line/Madizell Infrastructure Project Update - Dave Dirren (11/12/20)
- B. Forest Service Special Use Permit and Appendix B Operating Plan
- C. New Girl Scout Agreement
- D. Discussion and possible action re: FY 2021 2022 Budget
 - 1. Base Fee vs. Access Fee to include all property owners within HPDWID.
 - 2. Ad Valorem Tax vs. Flat Billing Fee to fund Main Water Line Transmission Infrastructure Project

11. ADJOURNMENT

Notice of Meeting (Agenda) dated and posted 8/20/2020 at _____, local time by Bryan Crossley, Board Member.

If any disabled person needs any type of accommodation, please notify Celia Carr, Highland Pines Domestic Water Improvement District Chair at 480-239-1017 prior to the scheduled meeting time.