

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
OCTOBER 1, 2024
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 – Absent
Patti Ferguson, Board Member – Present
William Kiel, Board Member – Present

All of whom were present, except Director Cook, thus constituting a quorum.

Also attending the meeting was Elizabeth Riopel of Municipal Accounts & Consulting, LP (“MAC”); Bill Whittington and Devon White of Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C; and Dave Dirren of Sunrise Engineering. The conference call line was open for the entire board meeting.

Dave Dirren entered the meeting at 10:10 a.m.

3. APPROVAL OF MINUTES: Director McClintock made a motion to approve the Regular Session Minutes of August 19, 2024 and Regular Session Minutes of August 29, 2024. Director Kiel seconded. The motion passed unanimously.

5. REPORTS AND CORRESPONDENCE:

A. Chair Report: Director Angeleri reviewed the operations reports and had no comments.

The yearly ADEQ inspection resulted in several findings. All of the findings except for one were closed by Fann. One finding that remains open is a tank leak that will need to be fixed soon.

The 2023 Consumer Confidence Report has been published on the website.

The District’s audit is nearly complete. There is one more report to complete and submit to the auditor that indicates the corrective actions taken by the Board for the audit findings. Policy and Procedures Revision 3 was submitted to the auditor for completeness.

Mr. Whittington and Mr. White are currently working on Policy and Procedures Revision 4 and will submit a draft to the Board for review on October 25, 2024. The Board will aim to approve Policy and Procedures Revision 4 by the December 6, 2024 district meeting.

Director McClintock made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice and instructions pursuant to A.R.S. § 38-431.03(A)(4) regarding District property challenges. Director Kiel seconded the motion. The motion passed unanimously and the Board moved into Executive Session at 10:18 a.m.

The Board rejoined the public session at 11:55 a.m.

6. BUSINESS

A. Discussion and possible action regarding National Tank Bid for Lower Tank Design Bid Package: Director McClintock made a motion to reject the National Tank Bid as it did not meet requirements. Director Kiel seconded. The motion passed unanimously.

B. Discussion and possible action regarding Geotechnical Services: Director McClintock made a motion to approve a contract for \$4,927 with Mountain High Geological Sampling to excavate the current water tank location for geological sampling. Director Kiel seconded. The motion pass unanimously.

C. Discussion and possible action regarding Lower Tank Construction: Director McClintock motioned to authorize Sunrise Engineering to complete a revised bid package for construction and installation of the Lower Tank to include: (1) moving to a different, more acceptable location; and (2) construction of a pump house and storage with land preparation included. The revised bid package is to be completed in 30 days with an option to expedite the package submission to the Board, which would result in an additional expedite fee from Sunrise Engineering. Director Kiel seconded the motion. The motion passed unanimously.

Director McClintock made a motion to approve the Board Chair to contact Yavapai County to have a meeting to discuss a new timeline to accommodate the revised bid package on the Lower Tank Project. Director Ferguson seconded. The motion passed unanimously.

D. Discussion and possible action regarding District property connection challenges: Director McClintock made a motion to authorize Mr. Whittington to contact Dr. Leo's attorney aligned with a proposal provided by the Board to legal counsel in Executive Session. Director Ferguson seconded. The motion passed unanimously.

E. Administrative Report: Ms. Riopel presented and summarized the August 2024 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.

F. Discussion and possible action regarding Board Member elections: Director McClintock summarized her discussion with Yavapai County for the Board. Three Director terms will expire on December 31, 2024. Since there were no requests for election made in the proper timeframe provided by the County, a Board quorum is permitted to vote to appoint three people to fill the vacant director positions before December 31, 2024. Director Ferguson has expressed an interest to continue in her director position for another term. Director Cook is not interested in seeking another term. Three people will need to be appointed at the next two upcoming District meetings.

7. FUTURE MEETING DATES: The next District meeting dates are as follows: October 28th and December 16th.

8. ADJOURNMENT: There being no further discussion, Director Ferguson made a motion to adjourn. Director McClintock seconded. The motion passed unanimously. The meeting was adjourned at 12:20 p.m.