

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
October 15, 2014, 1:00 p.m. at

Improvement District Services, Inc., 1965 Commerce Center Circle, Suite A, Prescott, Arizona

District Board Meeting Guidelines: The meeting will be held in accordance with A.R.S. Title 38 Open Meeting Laws. Board and attendees participation shall be civil and courteous. Any disruptive behavior could result in removal from the meeting. Comments and questions from the public shall be called upon by the Board Chairman, and shall begin with stating and spelling of the speaker's name and address. All comments and questions shall be directed to the Board Chairperson. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Jennifer Bartos, Improvement District Services, Inc. at (928) 443-9484. Requests should be made as early as possible to allow time to arrange the accommodation. Requests for copies of Board Meeting minutes or other District documents, inquiries, or complaints should be submitted in writing to: Improvement District Services, Inc., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301.

Call to Order – Julie Holst, David Barnard, Jim Kullas and Celia Carr present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services, Inc.; Jerry Woodward, Highland Pines property owner.

1. Discussion and possible action to accept Terry Ferris's resignation from the Board, due to the sale of his property.
Motion: made by Director Carr to accept the resignation, second by Director Kullas.
3 votes yes / 1 vote no Kullas
2. Discussion and possible action regarding a request by Charles Jeffries to suspend charges to account #HP225 for 999 N. Madizell Drive, a vacant lot that has a water meter.
Jennifer explained that this is a vacant lot that has not been developed, but has a water meter. The Board felt that approving this request would set precedence for unoccupied properties to request the same accommodation.
Motion: made by Director Carr to no approve the request, second by Director Barnard.
Unanimous Approval
3. Discussion and possible action regarding a request by Mickey Hunt to annex parcel 100-01-136D. The Board agreed that if the City of Prescott approves the annexation first, then they would also consider approval contingent upon the following: all costs for annexation and construction of the water line shall be borne by the property owner, the meter shall be placed at the curb on Rock Haven and all District and City fees shall be paid by the property owner.
Motion: made by Director Kullas to approve the concept of this annexation contingent on the property owner fulfilling District requirements for annexation and construction, including documentation, the meter must be installed on Rock Haven Road, second by Director Barnard.
Unanimous Approval
4. Discussion and possible action regarding a request by Mark Brekke for a credit of \$773.39 billed in August.
It was discussed that when the owner requested the water to be turned on, there was a faucet open in the home. The Board does not feel the District is responsible for what may or may not be turned on inside a home when the water is turned on.
Motion: made by Director Kullas to deny this request because the District does not have responsibility for water on inside a home, second by Director Barnard.
Unanimous Approval
5. Discussion and possible action regarding field operations, to include:
 - a) Monthly operations report by Fann Environmental;
The monthly report was reviewed.
 - b) Update regarding the a new dialer system;
No update.
 - c) Update regarding repairs to the Ranger and the sale of the Quad;
Director Kullas said the Quad is in useable condition.

- d) Systems total report;
The Board would like a monthly report showing water from the City vs. water sold.
 - e) Digging out meter boxes;
Director Kullas will check these boxes.
 - f) Update regarding roof repairs on the supply storage house.
Motion: made by Director Carr to have Director Kullas negotiate with Fann on the costs for digging out meter boxes, second by Director Barnard.
Unanimous Approval
6. Discussion and possible action to rescind the Board's motion of April 16, 2014, crediting account number HP101 \$1,692.
Jennifer told the Board that the original approval was based on the fact that Ms. Frost was no longer the owner of the house. However, immediately following the approval she regained ownership of the property. The Board felt it would be fair to allow the previous decision to continue.
Motion: made by Director Kullas to rescind the decision for crediting this account \$1,692.00, second by Director Barnard.
Unanimous Approval
7. Discussion and possible action regarding administrative issues to include:
The Board requested that only approved meeting minutes be posted on the website. Draft minutes shall be held until approved by the Board of Directors.
It was decided to hold regular Board Meetings every other month, 2015 dates will January 21, March 18, May 20, July 15, September 16 and November 18.
- a) Approve meeting minutes of June 27 and September 6, 2014;
Motion: made by Director Carr to approve the minutes, second by Director Kullas.
Unanimous Approval
 - b) Approve warrants written in June, July, August and September 2014.
Motion: made by Director Barnard to approve the warrants, second by Director Carr.
Unanimous Approval

Public Comment Period: The public will be given the opportunity to comment to the Board of Directors on non-agenda item issues pertaining to the District. This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Two minutes will be allowed for each speaker.