

Meeting Minutes
Board of Directors of
The Highland Pines Domestic Water Improvement District
March 19, 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, Terry Ferris, Jim Kullas, Gary Roysdon and Andrea Mercado present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Jerry Woodward, Janis Roysdon, Steve and Chelsea Fiske, Highland Pines property owners.

Motion: made by Director Roysdon to move to item #3, second by Director Ferris
Unanimous Approval

1. Discussion and possible action regarding:
 - a. Compiling District maps and blueprints;
Karen was asked to deliver copies of the maps from WIFA to Shepard-Westnitzer and get a proposal from them for the cost to add to GPS map. Chairperson Holst asked to have the easements identified.
 - b. Open safe deposit box/signature card Foothills Bank;
Chairperson Holst said new signatures are needed and asked the Board members to go to the bank and sign a new signature card.
 - c. Fann recommendation new dialer system;
The Board would like to have a quote for a new dialer system.
 - d. Fann recommendation repairs to Ranger.
Fann recommends the Ranger be sent to a shop for an estimate of repairs. Director Mercado said she did not feel the District should supply Fann with a vehicle. Director Kullas said that when he met with Fann at the initial inspection of the system, it was indicated that the vehicle would be available to them.
Item tabled to the next meeting.
2. Discussion and possible action regarding previous District issues:
 - a. Update – Line relocation on Cocopah/Fiske;
Chairperson Holst gave a brief overview of the damage and charges. Mr. Fiske said he did not understand why the District would charge him for the repair. He said they would like to be active and contributing members of the community so he asked to work out a fair and reasonable resolution. Chairman Holst said there was a water line in an easement but that Mr. Fiske dug it up and moved the water line without the District's approval. She said the Sheriff's office was called to stop him from continuing to tamper with the utility line. Mr. Fiske said the relocation was done with the District's consent, approved by Tom Naus. He said he has notes from conversations with Denise and Tom. He said Tom made the actual connection. Chairperson Holst said the line was totally exposed. Mr. Fiske said Tom did not blue stake the line because he did not know it was there. He said the water line was not in the easement. Chairperson Holst said the line had been there so long that the water line location would have been grandfathered. She said there is nothing in the files or records indicating any District approvals. Mr. Fiske asked if the Board would consider splitting the cost. Mr. Fiske was asked to submit his proposal in writing. Director Ferris asked if Tom Naus had installed the line, then why was it left high at the ground level. Mr. Fiske said it was a temporary fix.
 - b. Status on Ferris annexation;
Chairperson Holst said this item has not come up on the City Council's agenda yet.
 - c. Review/resolution for line relocation/lowering Dean Fitch property;

- Staff was asked to send a bill for \$206.78 for the repairs. The District is not going to lower or move the line.
- d. Update from attorney regarding Transaction Privilege Tax;
Chairperson Holst read a letter to the Department of Revenue from the District's attorney.
 - e. Service to one PRV and change of Location to second PRV
Chairperson Holst said the item will be tabled to the next meeting. The Board asked for a quote from Fann. Director Ferris will get a quote from Fann. This item should be placed on the next Board agenda.
 - f. Update roof repairs on supply storage house.
The Board would like a quote from Fann for this repair.
3. Discussion and possible action regarding Committee Reports:
 - a. City of Prescott Fee Collection.
Chairperson Holst said there is nothing to report. She will contact the attorney for a recommendation on how to address a realtor's question on fees.
 4. Discussion and possible action at the request of Director Mercado, regarding policies, procedures and contracts.
Director Mercado said she met with Jennifer a few weeks ago, to get an idea of what is going on. She said there should be procedures on how things should be handled with the Board. Jennifer Bartos said that the tasks in the I.D.S. contract are listed and any additional work would be charged at the hourly rate in the contract. Discussion on Director Mercado's items of concern concluded with no immediate changes.
 5. Discussion and possible action regarding administrative issues with Improvement District Services, Inc., to include:
 - a. Approve the warrants written since January 2014;
Motion: made by Director Kullas to approve the warrants, second Director Roysden
Unanimous Approval
 - b. IDS fees and scope of contract.
No changes or additional work was discussed.
 6. Discussion and possible action to approve meeting minutes of January 15, 2014.
Motion: made by Director Ferris to approve the meeting minutes, second by Director Roysdon.
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.

Jerry Woodward said the City of Prescott has concerns about lot splits.