

Meeting Minutes
Board of Directors of
The Highland Pines Domestic Water Improvement District
April 16, 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 and Gary Roysdon. Andrea Mercado absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Jim Muylle, District Operator, Fann Environmental; Jerry Woodward, and Steve Fiske, Highland Pines property owners.

1. Discussion and possible action regarding field operations, to include:
 - a. Monthly operations report by Fann Environmental;
The Board received a copy of the operations report with Jim Muylle.
 - b. Fann Environmental proposal for the installation of a new dialer system;
Jim Muylle provided the Board with an estimate of \$465 for the auto-dialer at the pump station, with an additional \$300 for installation and possibly a \$200 deposit for Century Link to activate the line. The address of the property is 901 N. Madizell Drive, near Madizell and Hillside. The facility contains a water tank with a building. Jennifer was asked to contact Century Link to activate the phone line. Director Ferris will be the contact for installation. Motion: made by Vice-Chairman Kullas to approve the purchase and installation of the auto dialer, provided the estimates above are not exceeded \$1,100, second by Director Roysdon. Unanimous Approval
 - c. Fann recommendation repairs to Ranger;
Motion: made by Director Roysdon that they get an estimate from Star Island for the repair of the ranger, second by Director Ferris.
Unanimous Approval
The disposition of the quad was discussed.
Motion: made by Director Ferris to authorize Gary Roysdon to obtain a title to the quad and sell it on behalf of the District, second by Director Kullas.
Unanimous Approval
 - d. Proposal from Shephard-Wesnitzer for updated GIS maps;
Jennifer told the Board that Shephard-Wesnitzer doesn't have an employee to put the plans on GIS. Director Roysdon will get Jennifer some phone numbers to call for proposals.
 - e. Approval of an invoice from Fann Environmental for additional services, in the amount of \$142.50.
The invoice was reviewed. Director Ferris noted that he is a contractor working for Fann Environmental and will not be participating in this discussion or Board action.
Motion: made by Director Roysdon to approve invoice #12143-07 in the amount \$142.50, second Vice-Chairman Kullas.
3 yes / Director Ferris Abstained
2. Discussion and possible action regarding previous District issues:
 - a. A proposal from Stephen Fiske for the line relocation on Cocopah;
Mr. Fiske gave the Board a timeline of the events, a proposal and a map of the location of the line. Chairperson Holst said she feels that Mr. Fiske did as much due diligence as

possible. Vice-Chairman Kullas said he didn't think Tom Naus knew the line was there. He continued to say that Mr. Fiske did not stop working in the area when notified by the District. Vice-Chairman Kullas said he specifically asked Mr. Fiske to stop working, but he didn't. Mr. Fiske said he did not realize he was not allowed to continue digging or working on his property. Director Roysdon said he doesn't understand why the District would pay for moving a water line for the convenience of a property owner. Mr. Fiske said he didn't think he should pay because the District's line was not in the easement. Chairperson Holst said she thinks the District should pay no more than \$1,000; Director Roysdon agreed. Vice-Chairman Kullas said he doesn't think the other 350+ customers should have to pay for this. Motion: made by Director Roysdon to have the District to pay \$1,000 and Mr. Fiske to pay \$3,315.14, Director Ferris.

3 yes / 1 no Kullas

This item will not appear on future agendas.

- b. Status on Ferris annexation;

No updates

- c. Update from attorney regarding Transaction Privilege Tax;

No updates

- d. Service to one PRV and change of Location to second PRV;

Jim Muylle said the pressure is within the normal range.

This item will not appear on any future agendas.

- e. Update roof repairs on supply storage house.

It was discussed that several repairs are needed immediately to the roof of the building. Jennifer asked Fann Environmental for a proposal to do the repairs. Jim Muylle said that Fann Environmental does not want to be involved in buildings repairs. He said that is not their area of service. Director Terry Ferris said he estimates it would cost \$650.00 for time and materials if he did the repair. The need for a slanted roof, which is now flat, was discussed and Terry said he could give it a slight pitch for that price.

Motion: made by Vice-Chairman Kullas to authorize Terry Ferris an amount not to exceed \$650.00 for labor and materials to repair the rood, second by Director Roysdon.

3 yes / Director Ferris abstained from the vote

Motion: made by Director Roysdon to move to item #7, second by Vice-Chairman Kullas.

Unanimous Approval

3. Discussion and possible action regarding the City of Prescott Fee Collection for new connections.
No updates

4. Discussion and possible action regarding a request and proposal by Mickey Hunt to connect parcel 100-01-136D, 5015 W. Lonesome Hawk, to the water system.

Motion: made by Vice-Chairman Kullas, this parcel is not within the boundaries of the District and the Board is not considering annexations at this time, second by Director Roysdon.

Unanimous Approval

5. Discussion and possible action regarding a request from Susan Frost for a settlement of an old water account.

Motion: made by Vice-Chairman Kullas to accept the offer, second by Director Roysdon.

Unanimous Approval

6. Discussion and possible action to approve an invoice from Moyes Sellers & Hendricks for legal fees, in the amount of \$169.55.

Motion: made by Vice-Chairman Kullas to approve the invoice in the amount of \$169.55 and ask Jennifer to seek new legal counsel, second by Director Roysdon.

Unanimous Approval

7. Discussion and possible action regarding the FY 2014/2015 Tentative Budget, rates and fees, billing policies and a District Ordinance.
The draft budget and Ordinance were reviewed. This item is continued to the next agenda.
8. Discussion and possible action regarding administrative issues, to include:
 - a. Approve the warrants written in March 2014;
 - b. Staff report items.Motion: made by Vice-Chairman Kullas to approve the warrants, second by Director Roysdon.
Unanimous Approval
9. Discussion and possible action to approve meeting minutes of March 19, 2014.
Motion: made by Director Roysdon to approve the minutes, second by Director Ferris.
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 would like the Girl Scout Camp on the next agenda.
The District does not sell water to the Girl Scout Camp, only the electricity to pump it.