

## Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
January 21, 2015, 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, Jim Kullas, Celia Carr and David Barnard.

Also present and participating in the meeting: Jennifer Bartos and Diana King of Improvement District Services; Glen Acklin of Acklin Brothers Construction, Eric Price and Jim Muylle of Fann Environmental; Tom Liuzzo of Granite Basin Engineering; Jerry Woodward

1. Discussion and possible action regarding field operations with Jim Muylle of Fann Environmental, to include:
  - Glen Acklin said he is trying to install a septic but there is a water line in the way that is not within an easement. He is requesting that the District move the line.
  - a) Monthly operations report by Fann Environmental;  
Jim said he met with Kurt with the Forest Service. They will be laying down metal plates and gravel to cross the water lines. Chairman Holst asked Tom Liuzzo to provide a proposal for finishing the District map on GIS.
  - b) Update regarding the new dialer system;  
The dialer is installed and working good.
  - c) Systems total report;
  - d) Update regarding roof repairs on the supply storage house;  
This item has been resolved.
  - e) Report on recent Madizell line breaks;  
Jim said they recently fixed two leaks on Madizell. Jim is suggesting replacing the line from Navajo and Happy Valley. Chairperson Holst asked Eric Price for an estimate.
  - f) Report on recent motor replacements and invoiced items;
  - g) Report on T&H progress on the Rock Cove leak;  
Director Kullas said he checked on the leak and found no water coming out.
  - h) Report on the County's progress raising valves.  
Director Kullas said the County has not uncovered the three vales on Smoki & Arrowhead.
2. Discussion regarding a report on water usage and loss.  
Jennifer said she is still working on the report.
3. Discussion and possible action to elect a Chairperson and Vice-Chair if applicable.  
Motion: made by Director Barnard to nominate Jim Kullas as Chairman, second by Director Carr.  
Unanimous Approval  
Motion: made by Director Holst to nominate Celia Carr as Vice-Chairman, second by Director Barnard.  
Unanimous Approval
4. Discussion and possible action regarding administrative issues to include:
  - a) Delinquent accounts and water shut-offs;
  - b) District financials and future budget items;  
Jennifer reviewed the financials and delinquencies with the Board.
  - c) Approve meeting minutes of October 15, 2014;  
Modify #7 to read March 18<sup>th</sup>, not 38.

- Motion: made by Director Holst to approve the October 15 minutes as modified, second by Director Barnard.  
Unanimous Approval
- d) Approve warrants written in October, November and December 2014.  
Motion: made by Director Holst to approve the warrants, second by Chairman Kullas  
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 talked about the City fees.