

Meeting Minutes
Board of Directors of The Highland Pines Domestic Water Improvement District
March 23, 2015 - 11:30 a.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 – Jim Kullas, Celia Carr and David Barnard present. Julie Holst absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Tom Liuzzo, Granite Basin Engineering; Jerry Woodward, Resident.

1. Discussion and possible action regarding field operations, to include:
 - a) Monthly operations report by Fann Environmental;
Chairman Kullas said there was a 20 hour power outage. He said that he thinks the propane tank will need refilling. Jennifer said she contacted Fann and they thought it was okay.
 - b) Follow-up on estimates for repairs and line replacements;
The Board is still waiting on the costs for the Madizell project.
 - c) Renewal of the operation services contract;
The Board considered the extension until more information can be collected. Jennifer was asked to contact Mike Young at Fann Environmental and give the Board more information on the field activities. Director Carr requested a list of the extra charges by Fann.
Motion: made by Director Carr to renew the contract on a month to month basis until June 30, 2015, second by Director Barnard
Unanimous Approval
 - d) Report on the meeting with Mike Young.
Diana and Chairman Kullas told the Board the meeting with Mike Young seemed to correct the communication problem. Diana said there were still more meter read issues.
2. Discussion and possible action regarding water rights on the Thrane property.
Jennifer told the Board that Director Holst has suggested a committee be formed to research this information. She suggested that she and Cindy Schaffer be on this committee.
No action taken.
3. Discussion and possible action regarding the GIS updates with Granite Basin Engineering.
Tom Liuzzo discussed the different options for GIS updates with the Board. He said there are several levels of information that can be included in a digital map. The Board requested that Tom provide them with the different options, including cost, one week prior to the next meeting.
Motion: made by Director Carr to request a proposal from Granite Basin Engineering for an assessment of the options and to hold a meeting on Monday, April 13 at 11:00 a.m., second by Director Barnard.
Unanimous Approval
4. Discussion regarding a report on water usage and loss.

Jennifer gave the Board a copy of the water usage report. She said the report has been wrong due to the District's meters being included in the consumption.

5. Discussion and possible action to review and adopt the FY 15/16 Tentative Budget and if appropriate set the hearing date and time.

Jennifer recommended holding this item until a later meeting. She said it is a bit early in the year to be estimating expenses for FY 14/15. The budget was reviewed as presented. No action taken.

6. Discussion and possible action regarding administrative issues to include:

- a) Delinquent accounts;

Diana gave the Board a report on delinquencies and reviewed the accounts.

- b) Accounts with water meters receive minimum charge with no usage;

No action taken

- c) Administrative services contract; -

Jennifer Bartos told the Board that when the existing contract was bid, I.D.S. gave a very large reduction in the price on a trial basis. She said that after 1 ½ years, the tasks required to handle the District's business do not cover the cost and overhead for I.D.S. Jennifer presented the Board with a proposal that would take the per customer price from \$7.82 to \$12.97 per customer, effective July 1, 2015. The Board requested more information on what I.D.S. does for the District and will consider the proposal at the April 13th meeting.

- d) Approve meeting minutes of January 21 and February 9, 2015;

Motion: made by Director Barnard to approve the meeting minutes of January 21 and February 9, second by Director Carr.

Unanimous Approval

- e) Approve warrants written in January and February 2015.

Motion: made by Director Carr to approve the warrants written in January and February 2015, second by Director Barnard.

Unanimous Approval

Director Barnard will talk to some possible Board Member candidates.

Jennifer was asked to place the following items on the next agenda:

Fann Environmental – the Madizell costs

Insurance coverage and cost of larger umbrella policy

The Fann and I.D.S. Contracts

GIS Updates

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 benefit of GIS; the power outage and pumps running; the City of Prescott's impact fees being reduced; that he has old information regarding the Thrane property.