

## Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
April 13, 2015 - 11:00 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, David Barnard, Celia Carr and Julie Holst present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, District Administrator; Bill Weber, Webers Insurance; Tom Luizzo, Granite Basin Engineering; Jerry Woodward, Highland Pines resident.

1. Discussion and possible action regarding the GIS updates with Granite Basin Engineering.  
Tom Luizzo discussed the different project options with the Board. Tom said he could have a preliminary map in 120 days. Tom said the map will be ready in August or September.  
Motion: made by Director Carr to approve the proposal from Granite Basin Engineering for District Boundary Verification \$2,500; Compilation of Existing Aerial Mapping and Base File Development \$4,800; Utility and Infrastructure mapping \$6,500; Utility and Infrastructure base map development \$5,000, second by Director Barnard.  
Unanimous Approval
2. Discussion and possible action regarding field operations, to include:
  - a) Monthly operations report by Fann Environmental;
  - b) Follow-up on estimates for repairs and line replacements, to include the cost for the Madizell project.  
Remove this item from the agenda.  
No discussion or action.
3. Discussion and possible action regarding operation services and the renewal of the operations contract with Fann Environmental.  
Jennifer told the Board that Mike Young agreed to extend the contract to June 30, 2016, at the current base price. Copies of Fann invoices should go to Chairman Kullas for approval prior to paying. Director Carr requested a summary of the extra work in Fann's invoices. The Board would like to have Mike Young attend the next meeting to discuss the contract.  
No action taken.
4. Discussion and possible action to form a committee to research the water rights on the Thrane property.  
Motion: made by Director Holst to form a research committee of Julie Holst, Cindy Schaffer and Jerry Woodward on the water rights regarding Thrane property, second by Director Barnard.  
Unanimous Approval
5. Discussion and possible action to increase the District's insurance coverage.  
Bill Weber reviewed policy and premium options. He recommended that the Board consider a one million dollar umbrella policy.  
Motion: Director Carr to accept the new policy with \$1,000,000 umbrella policy, second by Director Barnard.  
Unanimous Approval

6. Discussion and possible action to fill the open position on the Board of Directors.  
Director Barnard said he will talk to a few people regarding this position. Director Carr is creating a notice of the open position for the HOA newsletter.
7. Discussion and possible action regarding administrative issues to include:
  - a) Delinquent accounts;
  - b) Report on water usage and loss;
  - c) District financials and the FY 2015/2016 budget and rates;  
It is the plan to adopt the tentative budget at May 20<sup>th</sup> meeting at 11:00.
  - d) City of Prescott buy-in fees;  
No action. Jennifer was asked to discuss this with the attorney.
  - e) Approve meeting minutes of March 23, 2015;  
Item #3 – change Carra to Carr  
Motion: made by Director Carr to approve the meeting minutes as modified, second by Director Barnard.  
Unanimous Approval
  - f) Approve warrants written in March 2015.  
Motion: made by Director Holst to approve the warrants, second by Director Carr.  
Unanimous Approval
8. Discussion and possible action regarding the administrative services tasks and an amendment to the contract for administrative services with Improvement District Services, Inc.  
The Board counteroffered the proposed amendment with a price of \$10.34 per customer. Diana told the Board that I.D.S. cannot accept that price.

**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.