

## Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
February 8, 2016, 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 – Jim Kullas, Robert Hafen, Celia Carr, Sandra McClintock and David Barnard present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services, Inc.; Tom Luizzo, Granite Creek Engineering; Holly Bosch, Highland Pines resident.

1. Discussion and possible action to elect a Chairman and Vice-Chairman if applicable.  
Motion: made by Director Barnard to nominate Jim Kullas as Chair and Celia Carr as Vice-Chair, second by Director McClintock.  
Unanimous Approval
2. Discussion and possible action regarding a GIS update project with Granite Basin Engineering.  
Tom Luizzo showed the Board a preliminary map and they discussed how accurate the new map should be. The Board asked for an estimate for Blue Staking. The Board may hold a special meeting during the third week in March at the Granite Basin office.
3. Discussion and possible action regarding field operations to include a possible credit for no meter reads for January.  
The Board will require a credit on the monthly invoice from Fann for a minimum credit of 16 hours at \$40.00 per hour.
4. Discussion and possible action regarding emergency contact/notification options.  
Motion: made by Vice-Chair Carr to invite Fann Environmental to the next meeting to discuss this issue, second by Director McClintock.  
Unanimous Approval
5. Discussion and possible action regarding administrative issues to include:
  - a) Delinquent accounts report;  
The delinquent list was reviewed.
  - b) Consumption report;
  - c) District financials;  
District financials were reviewed.
  - d) March 2016 Elections;  
Jennifer told the Board that the Yavapai County Board of Supervisors has cancelled the election and appointed Jim Kullas, Robert Hafen and David Barnard to the HPDWID Board.
  - e) Approve meeting minutes of November 16, 2015;  
Motion: made by Director McClintock to approve the meeting minutes, second by Vice-Chair Carr.

Unanimous Approval

- f) Approve warrants written in November and December, 2015 and January 2016.  
Motion: made by Director McClintock to approve the warrants, second by Director Barnard.  
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.

Holly Bosch said she just moved to Highland Pines four months ago and she would be interested in the activities of the Board.

Jerry Woodward asked about a water rebate.