

## Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
April 7, 2016, 1:00 p.m. at

Granite Basin Engineering, 1981 Commerce Center Circle, Prescott, Arizona  
and

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.*

The meeting will be called to order at the office of Granite Basin Engineering.

1. Discussion and possible action regarding a presentation by Granite Basin Engineering on the District's GIS project.  
Tom Liuzzo was asked to include easement information on the map.

Meeting will adjourn and reconvene immediately at Improvement District Services, Inc.

2. Discussion and possible action regarding operation issues to include:
  - a) Erosion around the fire hydrant located on the corner of 5574 W. Oak Cove;  
Chairman Kullas said the hydrant is fine.
  - b) Leak on Skyline Drive  
Chairman Kullas said the leak is fixed
3. Discussion and possible action regarding customer requests:
  - a) Connie Collins regarding 7 months of miss-read water meter reads, to include reimbursement from Fann Environmental for IDS correction tasks;  
Motion: made by Director McClintock to allow the customer to pay \$5.00 a month on the unpaid balance w/no interest, current bill must be kept current, second by Vice-Chair Carr.  
Unanimous Approval
  - b) Joshua Fohrman to allow the water usage that was released from a leak in his system to be charged at the lowest water rate of \$11.80 per 1,000 gallons;
  - c) Randy Bonneville to allow the water usage that was released from a leak in his system to be charged at the lowest water rate of \$11.80 per 1,000 gallons.  
Motion: made by Director McClintock to deny the requests from Fohrman & Bonneville,  
second by Director Barnard.  
Unanimous Approval
4. Discussion and possible action regarding emergency notifications and website posting.  
Chairman Kullas will meet with Mike Young of Fann Environmental to discuss emergency notifications, the operations contract and issues regarding HP Meter #1.
5. Discussion and possible action regarding the disposition of the storage unit.  
Director McClintock will take away the file and old computer. The District will no longer keep the storage unit.

6. Discussion and possible action to review and discuss the FY2016/2017 Budget, rates and fees; if applicable adopt the tentative budget and set the hearing date and time.  
The budget was reviewed.
7. Discussion and possible action regarding administrative issues to include:
  - a) Approve meeting minutes of February 8, 2016;  
Motion: made by Vice-Chair Carr to approve the minutes, second by Director Hafen.  
Unanimous Approval
  - b) Approve warrants written in February and March 2016.  
Motion: made by Vice-Chair Carr to approve the warrants, second by Director Hafen.  
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.