

66

Draft
Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
February 13, 2017, 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, Celia Carr, Dave Bernard, Sandra McClintock, and Robert Hafen present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk, Diana King and Dakota King, District Administrators, Improvement District Services, Inc.; Ben Huza and Tom Liuzzo, Granite Basin Engineering; Jerry Woodward and Holly Bosch.

1. Discussion and possible action to elect a Chairman for the coming year.
Motion: made by Director McClintock to appoint Jim Kullas as Chairman, second by Director Bernard.
Unanimous Approval
Vice-Chairman Carr will remain as Vice-Chairman.
2. Discussion and possible action regarding an update on the GIS project with Granite Basin.
Tom Liuzzo stated that the mapping was finished and that Granite Basin was going to look at the connector line to the City meter. It was stated at the last meeting that Phase 2 would be a decision of the Board and that Director Carr wanted to have Granite Basin bring the price estimates of replacing the main line. Tom stated he had not put together those prices, but will send facts about the estimates to Jennifer. Director Carr asked about the GIS spreadsheet and the status of plans on site. Tom stated that he would send the files to Dakota at IDS for display on the website. Chairman Kullas confirmed that a full set of plans should not be available to the general public.

Motion: made by Vice-Chairman Carr to have all customers asking about the plans referred to IDS, second by Director McClintock.
Unanimous Approval

Chairman Kullas stated that the Madizell line he looked at had rocks on top of it and was severely damaged. He stated that there have been many leaks on the Madizell line, and it should be repaired. Vice-Chairman Carr asked for an estimate from Granite Basin to replace the Madizell Line from Navajo to Happy Valley. Tom stated he would look at the original plans for the line. Vice-Chairman Carr summarized that the board would like the prices and options to replace the main line from the master meter and the prices and options for replacing the Madizell line from Navajo to Happy Valley. Ben Huza stated that now that the GIS project is completed, they have the possibility of working on a hydraulic model, which would negate the need to create a new report for every improvement project. Vice-Chairman asked that Ben send them pricing and information about the hydraulic model in addition to the options for the main line and Madizell line sent via email by the end of the next week.

Vice-Chairman Carr also asked if Highland Pines would be eligible for a third WIFA loan. Diana stated that she would ask WIFA for the balances of the current WIFA accounts, the payoff for the loans, and would ask about the option for the third WIFA loan.

Chairman Kullas continued the discussion on the Madizell line. He stated that the County snow plow hit the access pipe and possibly bent the pipe. Vice-Chairman Carr stated that she was happy with the Fann email system and stated that if anyone needed to get on the list to contact IDS.

3. Discussion and possible action regarding an update on the progress of the water tank inspection. Chairman Kullas stated that there was a suspected leak and it was tested with red food coloring, to which the leak was found and repaired. He said the upper tank was very clean with very little calcium. It was found that there was a gap between the pipe and flange and that there was a leak under the tank that needs to be repaired. Director Barnard asked IDS to get an estimate from Stacy at MMI to make the repair under the tank. Chairman Kullas also stated that the divers said the tanks would need to be reviewed again in approximately five years. Regarding the fence around the tanks, Diana stated that she would get one more bid for a fence price, and would refer them to Director McClintock.
4. Discussion and possible action regarding the District finances and a possible WIFA grant/loan. Vice-Chairman Carr stated that WIFA has sent out a notification about low interest rates. Jennifer stated that private money cannot be used by Highland Pines, so WIFA is the only option. Vice-Chairman Carr also asked if there was difference between WIFA and WIFIA.
5. Discussion and possible action for approval to accept credit payments over the phone or in person via The Square and how to charge fees.
Motion: made by Vice-Chairman Carr to begin using the Square service to take payments over the phone or in person, and to charge the customer the convenience fee, second by Director McClintock.
Unanimous Approval
6. Discussion and possible action for direction to staff regarding water usage charges for the two months when water meters were not read due to snow.
Vice-Chairman Carr stated that the bill could be divided into three months, and also asked if Fann should give a credit to the District for not reading the meters. Diana responded that Fann already had been asked for a credit and explained her system for using different ratios by dividing the usage by three for the three months of usage. Director Hafen stated that IDS should be more flexible about the collection for next month and allow payment schedules for customers if needed. Director McClintock stated that the bills no longer have the IDS number on them. The Board stated that an email should go out explaining why the bill for everyone will be so high. Director McClintock stated that there should be no late fees for residents that have made a partial payment.
7. Discussion and possible action regarding administrative issues to include:
 - a) Approve meeting minutes of November 14, 2016;
Motion: made by Director McClintock to approve the meeting minutes for November 14, 2016, second by Director Barnard.
Unanimous Approval
 - b) Approve warrants written in November 2016 through January 2017.
Vice-Chairman Carr asked about the \$8 fee from Foothills Bank, and Diana stated that this was a fee that Foothills Bank charged. Jennifer suggested the possibility of switching this account to OneAZ Credit Union. Director Barnard asked if this bank was necessary, to which the Board responded they were not. Vice-Chairman Carr asked about the City of Prescott warrant with two charges on the same check. Chairman Kullas stated that this fee comes from the parallel meter around the master. Vice-Chairman Carr asked about the NSF check. Diana stated that there have been three bounced checks from that customer. She stated that she had received a money order from that customer, but it had not been signed. Diana stated that she wished the Board to know this information simply to keep them updated. Vice-Chairman Carr instructed IDS to send the customer a Lien and Disconnect Notice and disconnect if not paid.
Motion: made by Director McClintock to approve the warrants written in November 2016 through January 2017, 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.

Jerry Woodward stated that the first WIFA project was in 2009 with a very good deal. The second WIFA project was 2012 was the line from Zuni to the lower tank, and 2013 was the Smokey - Hillside job was the end of the second WIFA. He believes that getting the third meter would be helpful for finding the loss.

Holly Bosch had a few questions about asking Granite Basin to get estimates, including if these services were included in the budget. She asked if the board would consider if they would submit a proposal for getting an estimate, so that the Board knows fully what they are asking of Granite Basin. Jennifer clarified that Tom would retrieve the estimate at no charge. She also stated Granite Basin is not on a contract, only to do the GIS work.

The board stated that Monday, April 10th, 1:00pm would be the next meeting exclusively for the budget, May 8th at 1:00pm would be the next regular meeting and the budget hearing would be June 12th, at 5:00 PM at Rock Haven Cul-de-sac.