

Public Meeting Minutes

**Board of Directors of The Highland Pines Domestic Water Improvement District
February 12, 2018, 10:30 a.m. at
Improvement District Services, Inc.
3603 Crossings Drive Prescott, AZ 86305**

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., 3603 Crossings Drive Prescott, AZ 86305.

Call to Order (10:30): Jim Kullas, Sandy McClintock, Robert Hafen present. Celia Carr and Dave Barnard absent.

Also present and participating: Jennifer Bartos, District Clerk; Dakota King, Improvement District Services Inc.; Jerry Woodward

1. Action to appoint Sandra McClintock to the Board of Directors for the four-year term beginning March 1st, 2018.

Director Kullas stated that the election had been canceled as no other eligible candidates had submitted their packet.

Motion: made by Director Hafen to appoint Sandra McClintock to the Board of Directors, second by Director Kullas. Unanimous Approval.

2. Discussion and possible action to elect a chair and vice-chair if applicable for the 2018 calendar year.

Motion: made by Director McClintock to elect Director Kullas to the chair position, second by Director Hafen. Unanimous Approval.

No action taken on the vice-chair position.

3. Discussion and possible action regarding an update on the project to upgrade District water lines with the assistance of the WIFA Planning and Design Technical Assistance fund.

Jennifer stated that WIFA has, quite recently, given the go-ahead to Sunrise Engineering to proceed with the project. Chairman Kullas stated that the project seems to be proceeding quicker than originally anticipated. He also stressed the importance of pursuing the construction grant and possibly reevaluating the water rates to pay for the construction portion of the project.

4. Discussion and possible action regarding the Administrative Services Staff Report from Improvement District Services, Inc. regarding staff activities, collections, direction to the Clerk for future agenda items and other administrative issues.

No action taken.

5. Discussion and possible action regarding a request for relief of the \$500 reconnection fee for account HP069, 1337 N Skyline Drive.

Motion: made by Director McClintock to deny the request for relief of \$500 reconnection fee, second by Director Hafen. Unanimous Approval.

6. Discussion and possible action regarding a rerecording of a 1973 easement on the property 100-01-134Q.

Chairman Kullas stated that the property has the mainline going through it. Jennifer stated that in the past few years, she has gotten several requests to hook-up into the system, and has always requested that they go to the City of Prescott to request the hook-up. Chairman Kullas stated that the property owner will need to pursue the connection further with the city, and that HPDWID will not rerecord the easement.

No action taken.

7. Discussion and possible action regarding administrative issues to include:
 - a) Approve meeting minutes of November 13, 2017;

Motion: made by Director McClintock to approve the meeting minutes of November 13, 2017, second by Director Hafen. Unanimous Approval.

- b) Approve checks written between November of 2017 and January 2018.

Motion: made by Director McClintock to approve the checks written between November, 2017 and January, 2018, second by Director Hafen. Unanimous Approval.

Chairman Kullas stated that the repair of the tanks with Fann had taken around 10 months, and requests that there be a clause written for the Fann contract that states that future projects must have a deadline date with a penalty fee should the project not be finished on time.

8. Presentation from Director Kullas regarding the maintenance of the water system.

Chairman Kullas stated that the system ran fairly well, the locks on the hydrants were either repaired or replaced, and a blowout valve around lift station #2 is currently being inspected. He also requested that a meeting occur in mid-April to discuss WIFA construction costs and the FY 18/19 Annual Budget.

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 - asked how many customers the District currently serves. Jennifer responded that she believes the number to be 253.

Meeting Adjourned - (11:10)