

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
August 14, 2018, 10:00 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.*

Robert Hafen, Sandra McClintock and David Barnard present.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk and Wendy Skaggs, Improvement District Services, Inc.; Dave Dirren, Sunrise Engineering; Jerry Woodward, resident.

1. Discussion and possible action to elect Robert Hafen as Chairman of the Board of Directors.  
Motion: made by Director McClintock to elect Robert Hafen as Chairman, second by Director Barnard.  
Vote: Hafen – yes, McClintock – yes, Barnard – yes  
Director Barnard requested that the option of a Vice-Chair be placed on the next agenda.
2. Discussion and possible to accept Jim Kullas' resignation from the Board of Directors due to the sale of his house.  
Motion: made by Director Barnard to accept Jim Kullas' resignation, second by Director McClintock.  
Vote: Hafen – yes, McClintock – yes, Barnard – yes
3. Discussion and possible action to appoint Pat Ferguson and Celia Carr to the open positions on the Board of Directors.  
Motion: made by Director McClintock to appoint Pat Ferguson and Celia Carr to the open positions on the Board of Directors, second by Director Barnard.  
Vote: Hafen – yes, McClintock – yes, Barnard – yes
4. Discussion and possible action regarding a request by Janelle Riedle and Ron Lofgren to annex parcel #100-01-127J & 127K into the boundaries of the District. This parcel will not be allowed access to a water connection, this annexation is for lot combinations only.  
Motion: made by Chairman Hafen to approve the annexation only contingent upon the City of Prescott's approval, no additional water connection shall be allowed for this parcel, second by Director McClintock.  
Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson - yes
5. Discussion and possible action regarding a request from Jeff and Jennifer Wilhelm for access to the water system.  
Motion: made by Chairman Hafen to deny the request and send a letter stating such to the Wilhelms, second by Director McClintock.  
Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson - yes
6. Discussion and possible action regarding a presentation on the Transmission Line Project by Dave Dirren of Sunrise Engineering.  
Dave Dirren said he has 30% done but he recommends not going further until he hears more from the Forest Service. Dave said he has submitted the easement and plans to the Forest Service.  
No action taken.
7. Discussion and possible action regarding the condition and treatment of the water line located in Madizell from Apache to Navajo.

It was discussed that if this project was combined with the transmission line project then there could be a savings in cost.

Motion: made by Chairman Hafen to hold off on this project until we have heard from the Forest Service on the transmission line, second by Director McClintock.

Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson - yes

8. Discussion and possible action to adopt a new rate schedule for the Girl Scout Camp and if applicable set the hearing date and time.

Motion: made by Director McClintock to adopt a new rate for the Girl Scout Camp as \$75.00 flat rate plus 75 cents per 1,000 gallons; and set the hearing date and time as November 13, 2018, at 10:00 a.m., second by Director Ferguson.

Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson - yes

9. Discussion and possible action to approve meeting minutes of May 10 and June 7, 2018.

Motion: made by Director McClintock to approve the meeting minutes of May 10 and June 7, 2018, second by Chairman Hafen.

Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson - yes

10. Discussion and possible action to approve checks written in May, June and July 2018.

Motion: made by Director McClintock to approve the checks, second by Chairman Hafen.

Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson – yes

11. Discussion and possible action regarding administrative issues, to include:

- a. Contact with the Arizona Attorney General's office regarding qualified electors
- b. List of qualified electors from Yavapai County
- c. Filling the open position on the Board of Directors
- d. Future meeting dates

Motion: made by Director McClintock to set the new meeting dates as the 2<sup>nd</sup> Tuesday of the 2<sup>nd</sup> month in each quarter at 10:00 a.m. at the I.D.S. office, second by Chairman Hafen.

Vote: Hafen – yes, McClintock – yes, Barnard – yes, Ferguson – yes

Meeting dates are November 13, 2018; February 12, May 14, August 13 and November 12, 2019

**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 commented on the cost of electricity to pump water to the Girl Scout Camp.