

Draft  
Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
November 12, 2019, 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.*

1. Call to Order – Celia Carr, Sandy McClintock, Pat Ferguson present. David Barnard absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; Dave Dirren, District Engineer, Sunrise Engineering; Matt Thesing, Senior Director of General Operations, Girl Scouts; Brian Crosley, Mike Wethey and David Cook Highland Pines residents.

2. Discussion and possible action regarding the transmission line replacement project.  
Dave Dirren the only thing that is holding this up is the written approval from the Forest Service. He said we may be ready to go to bid in January.  
Chairperson Carr confirmed the project will include the transmission line (2.1 miles, \$1.2 million) and Madizell (\$450,000) between Navajo Road and Happy Valley. There are two separate cost estimates but will be bid together as one project. The Madizell portion of the project will be cost out separately for consideration of the Girl Scout's contribution to the transmission line.
3. Discussion and possible action regarding the Girl Scout Camp contributions to District transmission line project and finances.  
Chairperson Carr shared ideas of the amount of contribution for the transmission line project from the Girl Scouts. Matt Thesing said he would like to know the final cost for the transmission line. He said they are open to a conversation. They also discussed automating the water service, which will be discussed again in about 6 months. The Girl Scout Camp may annex into the District boundaries in the future.
4. Discussion and possible action regarding water main replacement on Arrowhead and Pine Lane.  
Director Ferguson said there was a loop on Arrowhead that was not included in a previous project. Jennifer said she met with Jim Muylle of Fann regarding the complaint on Pine Lane. He said they tested the water quality and it was fine. Jim said the line is 2" PVC, not cast iron and he believes the problem may be low circulation because it is a short line with only 6 houses. Fann will flush the nearest fire hydrant to see if that helps.  
The Board agreed to not include Arrowhead or Pine Lane.
5. Discussion and possible action regarding Pump Station conditions.  
Chairperson Carr thanked Rob from Fann for taking Director McClintock and her around the District.  
Director McClintock said pump station 1 and 2 are painted black. Jennifer said that Jim Muylle from Fann said do not paint the walls on 1 & 2, add lighting only.  
Motion: made by Chairperson Carr to replace the lighting in pump house 1 and 2 with LED, second by Director McClintock.  
Unanimous Approval  
Motion: made by Director McClintock to pay up \$1,200 for supplies to replace parts of the shed at the lower water tank pump house 3, second by Director Ferguson.  
Unanimous Approval  
Table who will do the work until the next meeting.

Motion: made by Director Ferguson to approve not to exceed \$1,800 for labor for Fann to do the repair at pump station 3, second by Director McClintock.  
Unanimous Approval

6. Discussion and possible action regarding District easements and right of entry.  
Dave Dirren said he has copies of the easements. Jennifer said the District may want to consult with legal counsel for the locked gate issue.
7. Discussion and possible action regarding problem locations for water meters.  
Motion: made by Director McClintock to move the three water meters on Skyline and the one by the lower water tank (909 N. Madizell) be moved to the easement, regardless of cost, second by Chairperson Carr.  
Unanimous Approval
8. Discussion and possible action to renew the Operations Contract with Fann Environmental.  
Chairperson Carr said she has a problem with the amount the contract because there are a lot of extras.  
Motion: made by Director McClintock to approve the contract for two years, Director Ferguson.  
Unanimous Approval  
Motion: made by Director McClintock to direct Diana King set up accounts with all necessary vendors, second by Director Ferguson.  
Unanimous Approval
9. Discussion and possible action regarding the open position on the Board of Directors.  
Dave Cook said he is interested in the District.  
Motion: made by Director Ferguson to appoint Dave Cook to the open position on the Board, second by Director McClintock.  
Unanimous Approval
10. Discussion and possible action regarding a request for relief on the account HP011-1, 615 N. Skyline Drive, due to a malfunctioning water meter.  
Motion: made by Director Carr to credit the account based on average usage prior to the defective meter, second by Director Ferguson.  
Unanimous Approval
11. Discussion regarding open meeting laws and executive sessions.  
Video for new members  
It was suggested that the Board members review the open meeting laws annually as a requirement.
12. Discussion and possible action to appoint authorized signers on the District's account with the Yavapai County Treasurer's Office.  
Motion: made by Director McClintock to approve Jennifer Bartos, Diana King, Celia Carr, and Sandy McClintock as authorized signers, second by Director Ferguson.  
Unanimous Approval
13. Discussion and possible action regarding administrative issues to include:
  - a) Approve meeting minutes of August 15, 2019;  
Motion: made by Director McClintock to approve the minutes, second by Director Ferguson.  
Unanimous Approval
  - b) Approve checks written from August through October 2019.  
Motion: made by Director McClintock to approve the checks, second by Director Ferguson.  
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 said the operator has flushed lines that are at a dead end.