

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
February 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.

Call to Order – Robert Hafen, Celia Carr, Sandy McClintock, Pat Ferguson and David Barnard present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, Administrator, Improvement District Services, Inc.; Dave Dirren, District Engineer, Sunrise Engineering; Rick O'Neall, property owner and Holly Meneou

*Unanimous Approval indicated a unanimous vote by all members

1. Discussion and possible action to elect a Chairperson and Vice-Chair if applicable, for the coming year.
Motion: made by Director McClintock to nominate Robert Hafen for Chairman, second by Director Ferguson.
Unanimous Approval
Motion: made by Chairman Hafen to nominate Celia Carr for Vice-Chairman, second by Director Ferguson.
Unanimous Approval
2. Discussion and possible action regarding a presentation by Dave Dirren of Sunrise Engineering regarding the Transmission Line Project and WIFA loan opportunities.
Motion: made by Vice-Chairperson Carr to request that Dave Dirren include an estimate for Madizell in the project estimate, second by Chairman Hafen.
Unanimous Approval
Dave will give the Board a final presentation on April 11, 2019, at 10:00 a.m.
3. Discussion and possible action to remove Jim Kullas and add Robert Hafen to signature cards for the District's accounts with OneAZ and Yavapai County Treasurer.
Director McClintock suggested adding Celia Carr for signatures.
Motion: made by Director McClintock to approve the signatures, second by Director Barnard.
Unanimous Approval
4. Discussion and possible action to approve a request from Richard O'Neall to de-annex parcel 100-01-075C from the District.
Motion: made by Director McClintock to approve the de-annexation request, second by Director Barnard.
Unanimous Approval
5. Discussion and possible action regarding high water losses by customers, options for coverage of the loss and an estimate from Fann Environmental to install shut-off valves on the customer's side of the meter.
At the next meeting Shelby Winsted will present information for customer insurance.
6. Discussion and possible action regarding paving over valves.
Diana will contact Fann Environmental to see who covered the valves.
No action taken.
7. Discussion and possible action regarding purchases by contractors on the District's behalf.

No action taken.

8. Discussion and possible action regarding financial institutions and financial reports.
Motion: made by Director McClintock to authorize I.D.S. to move the OneAZ account and Country Treasurer account if necessary, to a bank of their choice and authorize I.D.S. and Chairperson as signers, second by Director Carr.
Unanimous Approval
9. Discussion and possible action to approve meeting minutes of November 13, 2018.
Motion: made by Director McClintock to approve the meeting minutes, second by Director Carr.
Unanimous Approval
10. Discussion and possible action to approve checks written from November 2018 through January 2019.
Motion: made by Director McClintock to approve the checks written, 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.

Meeting dates confirmed as the 2nd Tuesday in the 2nd month of each quarter at 10:00 a.m.