

**DRAFT HIGHLAND PINES DOMESTIC WATER
IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
APRIL 10, 2020
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at 12:06 p.m. Due to the Covid-19 pandemic, the meeting was conducted remotely by telephone. All attendees called into the meeting.
2. **ROLL CALL OF BOARD MEMBERS:** Present were Board Chair Celia Carr and Board Members, Patti Ferguson, Sandy McClintock and Bryan Crossley. Dave Cook was absent. Also present was Attorney William R. Whittington and District Administrator Natalie Galgano-Pinkley.
3. **APPROVAL OF MINUTES:** Patti Ferguson made a motion to approve meeting minutes of February 28, 2020. Bryan Crossley seconded. There was no further discussion. The motion passed unanimously.
4. **POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION:** Bryan Crossley made a motion that the Board go into Executive Session pursuant to A.R.S. Section 38-431.03(A)(3) for legal advice and pursuant to A.R.S. Section 38-431.03(A)(4) to give instructions to legal counsel regarding a possible waterline encroachment issue on Parcel 100-01-009D. The motion was seconded by Sandy McClintock. There was no further discussion. The motion passed unanimously. The Board went into Executive Session at 12:18 p.m.
5. **BUSINESS:** The Board reconvened into Public Session at 1:15 p.m.
 - A. **Discussion and possible action re: Craig Skibiski parcel number 100-01-009D.**
 1. A motion was made by Sandy McClintock to proceed on the Skibiski easement issue per legal recommendations made in executive session. Board member Crossley seconded the motion. There was no further discussion. The motion passed unanimously.
 2. A motion was made by Sandy McClintock to authorize Board Chair and Vice Chair to research the safe and appropriate use of earth moving equipment for purposes of transporting construction materials on the Skibiski road easement and report findings to the Board at the May 21, 2020 meeting. Board member Crossley seconded the motion. There was no further discussion. The motion passed unanimously.
 - B. **Discussion and possible action re: the addition of all HPDWID BOD as signers to HPDWID OneAZ and Yavapai County bank accounts; adding the requirement for two signers on OneAZ checks.**
 1. A motion was made by Sandy McClintock to have all HPDWID board members be signers on the HPDWID OneAZ checking and savings accounts and all HPDWID board members and Natalie Galgano-Pinkley from Municipal Accounts & Consulting be signers on the HPDWID Yavapai County bank accounts. The motion was seconded by Patti Ferguson. There was no further discussion. The motion passed unanimously.

2. A motion was made by Bryan Crossley to require two HPDWID board member signatures on all checks from OneAZ greater than \$1000.00 The motion was seconded by Patti Ferguson. There was no further discussion. The motion passed unanimously.

C. Discussion and possible action re: Appoint Bryan Crossley to HPDWID BOD for 2020 – 2024 term.

1. No action was taken on this item.

D. Discussion and possible action re: Approve Bryan Crossley as BOD Treasurer.

1. Patti Ferguson moved to appoint Bryan Crossley as Treasurer of HPDWID. The motion was seconded by Sandy McClintock. There was no further discussion. The motion passed unanimously.

E. Discussion and possible action re: Future HPDWID meeting dates/times/locations.

1. Sandy McClintock made a motion to retain the regular scheduled HPDWID meeting dates and times to 10:00 am on the second Thursday of the second month of the quarter beginning in November 2020. Celia Carr seconded the motion. There was no further discussion. The motion passed unanimously.
2. Sandy McClintock made a motion to approve the dates and times for meetings at the Prescott Public Library on 5/21/20 at 1:00 pm; 6/11/20 at 3:00 pm, and 8/13/20 at 10:00 am. Celia Carr seconded the motion. There was no further discussion. The motion passed unanimously.

6. REPORTS AND CORRESPONDENCE

- A. The HPDWID Pubic Notice was filed with the County Board of Supervisors on 3/20/2020 by the Chair and Vice Chair.
- B. A deposit of 50% (\$1050.00) was delivered to Sadie Sartie Design on 3/22/2020 to begin designing the HPDWID website – the HPDWID test website is currently available for review by board members. The Sadie Sartie website selection and payment amount will be put on the May agenda for ratification by the BOD.
- C. The March 2020 Customer Bills and Newsletters were mailed to HPDWID customers on 4/1/2020 and 4/2/2020. Only cash and money order payments are being accepted for March bills. Each bill included a return envelope for payment to be sent to Municipal Accounts & Consulting.
- D. The Waterplus Insurance Renewal application was submitted on 3/27/2020. Waterplus requested some additional information which was provided.
- E. The Fann March Operations Report was reviewed by the Chair.
- F. The Administrative Contract with Municipal Accounts & Consulting, LP was signed by the Chair on 4/1/2020. The Contract will be put on the May 2020 agenda for ratification by the BOD.
- G. Patti Ferguson provided WIFA and Elections with updated HPDWID contact information.

7. FUTURE MEETING AGENDA ITEMS:

- A. Attorney William Whittington will provide Chair with the Sunrise Engineering and Fann Contracts revisions for review and placement on the May 2020 meeting agenda.

- B.** Attorney William Whittington will provide Chair with his review of Ordinance 2015-1 for subsequent presentation to the BOD for approval.
- C.** Bryan Crossley will meet with Natalie Galgano-Pinkley of Municipal Accounts & Consulting for the purpose of drafting an annual budget for review at the May 2020 meeting.

There being no further discussion, the meeting adjourned at 2:00 p.m.