

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

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 10:02 a.m. Due to the COVID 19 Pandemic, the meeting was conducted remotely by telephone conference – with all attendees calling into the conference call.

2. **ROLL CALL OF BOARD MEMBERS:**

Celia Carr, Board Chair – Present  
Sandra McClintock, Vice Chair – Present  
David Cook, Board Member – Present  
Bryan Crossley, Treasurer – Present  
Patti Ferguson, Board Member – Present

All of whom participated in the meeting via telephone conference call, thus constituting a quorum.

Also attending the meeting via telephone conference call were: William R. Whittington, District Attorney of Boyle, Pecharich, Cline, Whittington, and Stallings PLLC (“BPCWS”); Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”); along with District Residents/Members of the Public: Craig Skibiski.

3. **APPROVAL OF MINUTES:** Director McClintock made a motion to approve the minutes of the August 21, 2020 Executive Session and the August 21, 2020 Public Session as corrected. Director Crossley seconded. The motion passed unanimously.

4. **DISCUSSION AND POSSIBLE ACTION RE: AUGUST 2020 BOOKKEEPER REPORT/FINANCIALS:** Ms. Galgano-Pinkley next presented and summarized the August Financial Report and the September 2020 Expenditure Report with the checks issued to date for the Board’s review and consideration. Director McClintock made a motion to approve the August Financial Report and the September 2020 Expenditure Report. Director Crossley seconded. The motion passed unanimously

5. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. Mr. Skibiski asked the Board what they intended to do regarding his Quit Claim demand and why. Board Chair Carr responded that the Board would be discussing that under the Business items and asked Mr. Skibiski to wait until the Board had a chance to review and discuss the matter.

6. **POSSIBLE VOTE TO GO INTO EXECUTIVE SESSION:** Director McClintock made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice and pursuant to A.R.S. § 38-431.03(A)(4) to give instructions to legal counsel regarding the Skibiski Quit Claim demand and easement (parcel 100-01-009D). Director Ferguson seconded the motion, which passed unanimously.

The Board left the public meeting teleconference to move into the Executive Session, stating they would resume the public session at approximately 11:00 a.m.

The Board rejoined the public session at 11:06. Mr. Skibiski rejoined the public session as well.

7. **BUSINESS:**

**A. Discussion and Possible action re: Skibiski Quit Claim demand and easement (parcel 100-01-009D):** Director McClintock made a motion that legal counsel proceed with the Skibiski Quit Claim demand and easement matter as instructed in Executive Session. Director Cook seconded the motion. The motion passed unanimously

**B. Discussion and Possible action re: Appointment of Vice Chair to Custodian of Records and Board Clerk for HPDWID:** Director McClintock commented that someone had reached out to her about District records for a Court matter and how to handle the chain of custody. She commented that in the District's past, the Board Clerk had also attested to signatures on resolutions and other District documents. She suggested that the duty of Custodian of Records and Board Clerk run with position of Vice Chair so the position would not have to be reappointed as Directors change positions.

Director McClintock made a motion that Board's Vice Chair be appointed as the Custodian of Records and Board Clerk for HPDWID. Director Ferguson seconded the motion. The motion passed unanimously.

8. **FUTURE MEETING DATES:** The Board Chair mentioned the upcoming meeting dates. Pending COVID, the next meeting will be held at either the Library, at Municipal Accounts & Consulting's office or via telephone conference. The next meeting is currently scheduled for November 12<sup>th</sup> at 10:00 am – location to be determined.

9. **ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 11:10 a.m.