

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
OCTOBER 18, 2021
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 10:02 a.m. The meeting was conducted in person with a telephone conference option – 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
 - Patti Ferguson, Board Member – Present – entering the meeting at 10:09 am
 - Angelo Angeleri, Board Member - Absent

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

Also attending the meeting via telephone conference call were: Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”); Mike Young of Fann Environmental, and Jarom Hlebasko of Sunrise Engineering.

3. **APPROVAL OF MINUTES:** Board Chair Carr noted two corrections in the and executive session minutes from August 12, 2021. Director McClintock made a motion to approve the minutes of the August 12, 2021 Regular and Executive Sessions with the changes noted by the Board Chair. Director Cook seconded. The motion passed unanimously.
4. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. No public comments were made.
5. **PRESENTATIONS/QUESTION AND ANSWER SESSIONS/BUSINESS:**
 - A. **GIS Update and Modeling by Dave Dirren and/or Jarom Hlebasko, Sunrise Engineering:** Jarom Hlebasko gave the Board an update on the progress made on the GIS system. Sunrise Engineering has compiled the as-built information into the system and has completed the GPS data collection, including all meters and valves. They are now working to match the data together. At this time, Mr. Hlebasko dropped from the teleconference. The Board deferred the topic until he rejoined the meeting.
 - C. **HPDWID Water Line System Update, including Water Meters, Pipe Maintenance Methodology (Leak/Pipe Assessment, Air Pressure Valves, Pressure Release Valves) by Mike Young, Fann Environmental:** The Board Chair noted the Board has some questions regarding the system set up and operation after attending the RWAA conference. Mr. Young gave the Board a detailed overview of their water system. He noted that the District has two booster stations, each of their tanks gravity feed the customers and have two way pipes. The District dead ends are monitored and flushed regularly. It was noted that the fire hydrants are maintained by the City Fire Department – but if the Fire Department has a problem, they contact Fann to perform the repairs. Mr. Young noted Fann Environmental checks the system and all the valves while they read the meters. Board Chair Carr asked Mr. Young to provide a schedule of when maintenance items are completed throughout the year.

Mr. Hlebasko rejoined the teleconference.

The Board asked questions regarding upgrading the District meters and smart read options. It was noted that meter upgrades is a low priority project, and focus should be on maintenance,

repair, and upgrades on (1) the water lines, (2) the pump stations, and (3) the tanks and water storage. Adding larger pumps was discussed, and the need to look at the pipes to see if the pipes could accommodate more flow. Ideally the smallest lines in the District should be 6 inch. It was noted the GIS system and modeling will give information about the lines, flow, and how to fill the tanks faster. The Board also discussed repair/replacement of the tanks, and the available option of expandable tanks.

Mr. Young left the meeting at 10:47

Mr. Dave Dirren joined the meeting at 10:48.

D. Discussion and possible action re: Water line system including water meters and water pipe maintenance: There was no discussion/action regarding this item.

A. Continuation - GIS Update and Modeling by Dave Dirren and/or Jarom Hlebasko, Sunrise Engineering: Mr. Hlebasko continued his progress update for the Board. Sunrise Engineering is currently inputting data from the Phase 5 plans and expects to have the system finished early next month. Once finalized, documents and training will be provided.

It was *especially noted* by the Board that Phase 2 of the GIS system was bid and contracted at an hourly rate. Under Phase 2, Sunrise could link water meter consumption with the GIS system so the GIS system would flag high and abnormal water consumption rates at certain predetermined levels. Director McClintock noted she will be looking at maps from Pump 3 in early November and will forward any additional information she finds.

B. Discussion and Possible action re: GIS and Modeling: There was no discussion/action regarding this item.

Mr. Hlebasko left the meeting at 10:56.

6. REPORTS AND CORRESPONDENCE:

A. Chair Report:

1. **August/September Fann Monthly Operations Report:** Board Chair Carr summarized the August and September 2021 maintenance reports from Fann Environmental. There were two high consumptions in August and the Camp filled their tank twice in August and three times in September.

The Board then moved to Item 4 so Mr. Dirren did not stay through the administrative items.

4. **Update on Main Water Line/Madizell Infrastructure Project, Contract, Steps and Construction Schedule – Dave Dirren:** Mr. Dirren noted they had the pre-construction meeting on October 13. They are estimating a November 1st start date for the contractor and they will start seeing equipment moved into the District. The contractor has the pipe on schedule now and will start with the Madizell project since the PVC pipe is available first. The contractor will notify the customers along the project route that construction will be starting shortly. Board Chair Carr also asked that the November water bills include a note regarding construction. As the schedule stands now, they are estimating a June 10, 2022 completion date. Board Chair Carr noted she would like to order a plaque for the project and asked Mr. Dirren to look for a spot to place the plaque that would be visible.

Mr. Dirren told the Board they could opt to purchase a “construction live stream” software that would give all the Directors access to construction project updates. The system is similar to the GIS system, and would include daily reports, photos, timeline updates, pay applications, etc. The cost for this product is approximately \$3,000. This would fall under construction administration on the WIFA project, but is not part of the construction contract. Board Chair Carr said the Board would discuss this further under Business Item E.

Mr. Dirren left the meeting at this time.

2. **Update on HPDWID Pump House Remediation and Planning:** Director McClintock updated the Board that the pump house repairs previously approved were completed in September. Pictures of the updates were included in the Board packet. She noted that Pump House 1 is in a similar state of disrepair as Number 2 was previously, and would like to discuss that further under Business Item D.
3. **Update on Fann Environmental Contract:** Board Chair Carr noted the updated contract was approved at the last meeting and will start on November 15. The contract is for 3 years. She and Mike Young signed the document before the start of today’s meeting.
5. **Update on ARPA Funds Request:** Board Chair Carr said the District should hear if it will receive any money by November 3rd and noted that the money must be obligated between 3/31/21 and 12/31/24 and spent by 12/31/26.
6. **Skibiski Update:** Director McClintock noted that Mr. Skibiski sold his property recently. She gave the Board a brief history on the property and pipeline easement. Skibisi tried to get rid of the road and line easement with the quiet title action, but that action led to the road easement being declared legitimate and continue for all the future property owners. So, the District’s water line and easement at the property is safe.
7. **Whispering Pines Annexation Inquiry:** Board Chair Carr noted that in August the District received an email inquiry about annexing 7-10 homes, most which are non-contiguous to the District boundaries. The property owners were given some basic information in response. There hasn’t been any follow up from the property owners since that initial inquiry. Board Chair Carr would like to look at developing a form position statement on annexations at the November Board meeting so the information can be provided when requests/questions are received. Director McClintock noted she will look for a copy of a letter regarding annexations from the District’s attorney.

B. Administrative Report:

1. **Bookkeeper’s Report:** Ms. Galgano-Pinkley presented and summarized the August and September 2021 Financial Reports. Director Ferguson made a motion to approve the August and September 2021 Financial Reports. Director McClintock seconded. The motion passed unanimously.
2. **Discussion and possible action re: Central Bank as HPDWID’s new depository bank for customer payments, including approval of Resolution authorizing new depository account at Central Bank and all other related documents necessary to complete the transfer:** Ms. Galgano-Pinkley reminded the Board that their customer payments are currently deposited to a BBVA checking account. With the PNC acquisition of BBVA, her office will not receive the needed support from PNC to manage the District’s funds. Her office is suggesting a switch to Central Bank, who has a team in place to support the District’s accounts. Director McClintock made a motion to

approve Central Bank as HPDWID's new depository bank for customer payments. Director Cook seconded the motion. The motion passed unanimously. Director McClintock made a motion to approve the Resolution authorizing new depository account at Central Bank and all other related documents necessary to complete the transfer. Director Cook seconded the motion. The motion passed unanimously.

7. BUSINESS:

- A. Discussion and possible action re: Vacant Lot fees for Allen Miller (parcel 100-01-016 his backyard):** Board Chair Carr reviewed the email chain received from Mr. Miller where he is asking for his backyard parcel to be exempt from the vacant lot fees. His property has two parcels, one for his house and one for his backyard. There are also two small lot "slivers" which are not being charged vacant lot fees. Chair Carr stated she walked by the property and the backyard lot does slope badly. Chair Carr also noted that several residents and board members have been able to easily combine their separate parcels down at the County building in one day. Chair Carr sent Mr. Miller the minutes of the meetings where the vacant lot fees were discussed and approved. The Board discussed the need to be fair and impartial in assessing these fees to all the vacant lots in the District until they are combined with residences/other lots. Director McClintock made a motion to continue charging Parcel 100-01-016 vacant lot fees until it is combined with another parcel. Director Cook seconded the motion. The motion passed unanimously. Board Chair Carr noted she will follow up with Mr. Miller and send him a copy of these minutes.
- B. Discussion and possible action re: Billing Dispute for William Floto and Postmark Prompt Payment Act:** Board Chair Carr reviewed the email chain received from Mr. Floto. His payment was misapplied to the wrong account last month, which has been rectified. During his dispute of the late fees (which have been removed when the payment was corrected) he noted the District should use the post mark date on customer payments and he believes there should also be a grace period for late fees, and they not be assessed as of the due date. Board Chair Carr noted that he mentioned the Postmark Prompt Payment Act as support for this argument, but that Act was never passed by Congress. Director McClintock noted the IRS uses the post mark date from USPS since they consider that as "received by the federal government" an extension of the IRS, however they do not use postmark dates for any other service – UPS, FedEx, etc. – since those are not the federal government. Director McClintock also noted that Wells Fargo sent all their customers notice that US Mail, and Wells Fargo bill pay services, should expect a delay due to mail delivery times. Pursuant to the USPS, US Postal service for non-local mail delivery may take an additional 1-2 days starting October 1, 2021. She stated the mail delay will affect all customers and they will need to plan their payment times accordingly. The Board Chair asked for this to be noted on the November water bills. Chair Carr recommended the Ordinance be updated to more clearly state the District policies that late fees be assessed to payments received after the due date and that payments are recorded when received. The Board asked to have an item for revised ordinance language put on the November agenda.
- C. Discussion and Possible Action re: HPDWID election:** Board Chair Carr reminded the Board that legal counsel suggested the District switch their election timeline to match the State elections – moving the District election cycle from March to November. The first step in the process is for the District to approve this switch, then get approval from the County Elections department and notify the Board of Supervisors. Director McClintock made a motion to approve the Resolution consolidating the District election with the statewide election beginning in November 2022. Director Cook seconded the motion. The motion passed unanimously. The approve resolution was numbered Resolution #2022-2.
- D. Discussion and Possible Action re: pump house remediation and plans:** Director McClintock noted now that Pump House 2 has been updated, Pump House 1 needs to be

updated to the same standards. Pump House 1 is not as bad off as Pump House 2 was, but it still needs to be repaired and cleaned up. Director McClintock made a motion to request a bid from Fann Environmental to clean up Pump House 1 in the same manner as Pump House 2. The Board discussed that the Pump House 2 repairs cost approximately \$2,800 and the need to be proactive on getting the Pump Houses repaired. Director Ferguson made a motion to have Fann Environmental cleanup Pump House 1 in the same manner that Pump House 2 was done. Director McClintock seconded the motion. The motion passed unanimously.

Director McClintock had some notes from Director Angeleri regarding the temperature inside the pump houses. Director Angeleri thinks the pump houses may need temperature monitoring systems so they can ensure the pumps don't get too cold. It was noted the pump houses currently have no insulation, but they have small heaters to prevent the pumps from freezing. Director McClintock did a cursory look at temperature monitoring systems, and they can range from \$50-\$500. Director McClintock suggested that Director Angeleri pick the system he thinks best suited and report back to the Board at the November meeting. There was also some discussion that the current heaters are left on 24/7 as needed. Maybe the better option would be to bypass the monitoring system and upgrade the heating system to an automatic heater.

Director McClintock suggested the exterior of the pump houses also are in need of some repairs and updates. She suggested when the weather permits, the Board have a "paint party" and paint the exterior of the pump houses in Forest Service approved colors. Director McClintock made a motion to paint the exteriors of the three pump houses when weather permits. Director Cook seconded the motion. The motion passed unanimously.

- E. Discussion and Possible Action re: main water line/Madizell construction:** The Board discussed the construction live stream system as mentioned by Mr. Dirren. They agreed they did not need that level of information on the construction project, and would rely on periodic updates from Sunrise Engineering.
 - F. Discussion and Possible Action re: two meter boxes on Navajo and Smoki:** Director McClintock noted that two of the District meter boxes are in need of repairs. The issues were found when Fann Environmental was not able to complete water shut offs for two accounts due to the meter conditions. One meter is up against the meter box wall and needs a new box. The other has rodents dumping material in the box so you can't access the valve, so it will need a rodent proof box. Director McClintock made a motion to replace the two boxes as needed so the water can be turned off. Director Cook seconded the motion. The motion passed unanimously.
 - G. Discussion and Possible Action re: HPDWID Administrative and Emergency Manuals; Bylaws including Mission/Vision/Strategy:** The Board tabled this matter for the November meeting.
- 8. FUTURE MEETING DATES:** The Board Chair mentioned the upcoming meeting dates. The next meeting will be held at either the Library, at Municipal Accounts & Consulting's office or via telephone conference. The next meetings is tentatively scheduled for 11/16/2021 at 10 am – location to be determined.
 - 9. ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 12:00 p.m.