

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
FEBRUARY 10, 2022
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 10:01 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 (Entered meeting where noted below)
 - Angelo Angeleri, 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 Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”); Dave Dirren of Sunrise Engineering; Steve Helm with Tap Master, Inc; and Rick Chase and Michael Freeman from Central Arizona Fire.

3. **REFLECTION:** Board Chair Carr provided a reflection for today’s meeting.
4. **APPROVAL OF MINUTES:** Director McClintock noted one correction in the regular session minutes from November 16, 2021. Director McClintock made a motion to approve the minutes of the November 16, 2021, Regular Session with the changes noted. Director Cook seconded. The motion passed unanimously Director McClintock made a motion to approve the minutes of the November 16, 2021 Executive Session as presented. Director Cook seconded. The motion passed unanimously.
5. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. No public attended the meeting, and no public comments were made.
6. **PRESENTATIONS/QUESTIONS AND ANSWER SESSIONS/BUSINESS:**
 - A. **Fire Hydrant Maintenance & Repair Presentation:** Mr. Helm made a presentation to the Board regarding fire hydrant maintenance and repairs. Director Ferguson entered the meeting during the presentation.
 - B. **HPDWID Fire Hydrant Maintenance & Repair Discussion with Central Arizona Fire:** Mr. Chase and Mr. Freeman attended the meeting to provide the Board with details of the maintenance and repairs currently being done to District hydrants. Central Arizona Fire currently checks the District’s hydrants once a year. If any maintenance/repairs are required, Central Arizona Fire sends that information to Fann Environmental to complete. It was noted that the District may need additional hydrants. The Board discussed reviewing hydrant placement once the GIS system is completed. Board Chair Carr asked Sunrise Engineering and Central Arizona Fire to share data to ensure both offices have accurate and up to date records regarding the District’s hydrants.

- C. **Discussion and Possible action re: Fire Hydrant Maintenance and Repairs:** The Board asked Mr. Dirren to prepare a proposal for completing an analysis of the current fire hydrants, and possible additional hydrants needed. Director Angeleri noted he thought there were several action items to be taken from today's presentations. Director Angeleri will work on a scope of work and action items for the Board's consideration at the next meeting.

At 11:48 a.m. the Board took a thirty-minute break for lunch, planning to resume business at 12:20 p.m. The teleconference remained in session during the break for anyone to join.

The Board resumed the meeting at 12:20 p.m.

7. PRESENTATIONS/QUESTION AND ANSWER SESSIONS/BUSINESS:

- A. **Chair Report:** Board Chair Carr gave the Board an update on several items. She summarized the November, December and January maintenance reports from Fann Environmental. Next she noted she sent the Girl Scout Camp a letter regarding the Board's denial of the Camp's annexation request. With the letter she included the minutes, the approved resolution and a draft of the revised contract and new monthly rates. In response to the letter, the Camp asked when the rates would go into effect. She told Matt Thesing the new rate calculation still needed Board approval to be effective. Lastly she noted that Fann begin including the pump house temperatures in their reports. Director Angeleri suggested the temperatures continue to be monitored during the winter, then the Board could evaluate if any action needs to be taken.
- B. **Vice Chair Report:** Board Chair Carr noted the Board had not heard from the County regarding the ARPA funds request. She emailed the County for a status update and has not heard back. Ms. Galgano-Pinkley noted the County called when they were submitting the additional documents in January, and that they were seriously considering the District's request.
- C. Director McClintock noted that for the NFP insurance limit increase of 3-5M, she provided the insurance company confirmation that the Skibiski claim was no longer pending and instructed them to process the limit increase.

Per the last Board meeting, Mr. Whittington had drafted a list of items for the Board to consider when they receive annexation requests. Director McClintock incorporated that list into a policy format, revised by Board Chair Carr and has been sent to Mr. Whittington for review and comment. His response is expected by 3/1/2022. Director McClintock also gave Board Chair Carr the District's old administrative policy manual. Board Chair Carr noted she is going to work on indexing the old document, identify items that need updating, then the Board can divide each section for updating.

- D. **Administrative Report:** Ms. Galgano-Pinkley presented and summarized the November, December and January Bookkeeper Report and Financials. She noted check number 7245 is to herself, a reimbursement for the propane tank refill she had to put on her personal card to get the District's tank filled during the Christmas holiday. Director McClintock made a motion to approve the Financial Report and checks as presented. Director Cook seconded. The motion passed unanimously.

8. **BUSINESS:**

- A. Discussion and Possible Action re: Main Water Line/Madizel Construction project; the use of HPDWID water via fire hydrant; contractor payment process, schedule and timeline:** Mr. Dirren noted that the project is on schedule. The contractor is currently 26% complete with the project overall. They are preparing for the meter relocations and connections to the new line along Madizell. Board Chair Carr asked Mr. Dirren to prepare a short project update to include in the District's upcoming newsletter.
- B. Discussion and possible action re: GIS Update:** Mr. Dirren noted the project is 70% complete as of the end of March. They were delayed from the holiday and COVID staffing issues. The Board discussed the possible need to locate the water lines once the construction project is complete; as the contractor has found several lines aren't where they are shown on the maps.
- C. Discussion and Possible Action re: Girl Scout Contract, Updated Payment/Fee Schedule, Next Steps:** Board Chair Carr noted the Camp is still reviewing the revised contract, they have not executed or agreed to it yet. However, the old contract they are operating under allows the District to update rates as needed. The District's rate order adopted in June lists the Camp's rate as "Per Contract". Director McClintock made a motion for the new rate calculation for the Camp's water be put into effect with the March water bill. Director Cook seconded the motion. The motion passed unanimously.
- D. Discussion and Possible Action re: T-Mobile Request for Attachment of Wireless Antenna/Ground Equipment Cabinets:** Board Chair Carr informed the Board that the District had been contacted by T-Mobile about potentially using the District's water tower for wireless antennas. Chair Carr responded to the email noting several obstacles with the request, including having to get Forest Service approval. T-Mobile rescinded their request. No action required on this item.
- E. Discussion and Possible Action re: HPDWID Water Loss:** Director Cook requested this agenda item to discuss the District's high water loss rate. The District is currently averaging approximately 16% water loss, when the goal is typically around 8%. Mr. Dirren noted that they expect the construction project to greatly improve the District's water loss rate. The Board decided to defer this topic until after the construction project is completed.
- F. Discussion and Possible Action re: Viable Board Member Signers at One AZ Credit Union:** Director McClintock visited the Credit Union recently. The Credit Union needs an updated Board action regarding the signers on the account. Director McClintock made a motion that all District Board Members are, and can be, signers on the One AZ Credit Union accounts. Director Cook second the motion. The motion passed unanimously.
- G. Discussion and Possible Action re: Westview Property Water Meters:** There is no update on this item, and no action required on this item.
- H. Discussion and Possible Action re: Municipal Accounts Reimbursement for Propane:** Ms. Galgano- Pinkley noted this item was addressed with her Administrative Report. No action required on this item.
- I. Discussion and Possible Action re: HPDWID Newsletter:** Board Chair Carr noted it is time for the District's bi-annual newsletter. She is working on the contents, and will include Mr. Dirren's update regarding the project status and a short update regarding the ARPA funds. She asked the Directors if there is anything they would like to add. Ms. Galgano-Pinkley noted it is a good time of year to encourage conscientious water use during the summer. Director Angeleri also mentioned including a short statement regarding defensive fire space and responsible water use.

9. **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 meeting is tentatively scheduled for 4/7/2022 at 1 pm – location to be determined.
10. **ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 2:02 p.m.