

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
JULY 18, 2022
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 10:03 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
 - 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; William Whittington of the firm Boyle, Pecharich, Cline, Whittington, and Stallings PLLC (“BPCWS”). Jim Muylle, Paul Johnson, and David “Bim” _____ of Fann Environmental also attended the meeting. Steven Dutson and Joe Dutson of Mountain High Excavating were also present.

3. **CALL TO THE PUBLIC:** A call to the public was made for comments relating to District matters. No public comment was made.
4. **REFLECTION:** Board Chair Carr provided a reflection for today’s meeting.
5. **BUSINESS:**

A. Discussion and possible action re: Madizell/Main Water Line infrastructure construction project summary: The Board had a round table conversation with Mountain High Excavation, Fann Environmental, and Sunrise Engineering regarding the status, progress, and successes of the infrastructure project. They also discussed the challenges that were encountered during the project, and lessons learned for any future large scale projects done by the District.

At the end of the discussion, the parties had come up with the following list of deltas and positives from the project:

- Deltas:
 - Jumper line – keep water flowing through the line in freezing weather to avoid the line freezing.
 - Change engineering specifications and scopes of project – include pump houses.
 - Include and prepare a pump assessment as of part of the project.
 - Fire hydrant inspections should be paused during large projects.

- Positives:
 - Responsiveness of all parties, especially Mountain High, to issues as they arose.
 - The Forest Service was pleased with the project outcome and approved the work done.
 - The project was completed successfully, on time, and on budget. These are the main markers of a successful construction project.
 - Communication and documentation. Sunrise provided detailed daily logs with photos of daily projects/progress.
 - At the end of the project, issues have stopped and the system is stable and running smoothly.

The Board thanked all the participants for their help in completing the project and participating in today's discussion. At this time, Dave, Steven, Joe, Jim, Paul, and Bim all left the meeting.

The Board took a lunch recess from 11:45 – 12:15.

The Board continued business at 12:15.

6. **APPROVAL OF MINUTES:** Director McClintock made a motion to approve the minutes of the May 24th Executive Session and the June 10th Public Hearing and Special Meeting. Director Ferguson seconded. The motion passed unanimously.

7. **REPORTS AND CORRESPONDENCE:**

- A. **Chair Report:** Board Chair Carr gave the Board an update on several items. She summarized the June maintenance report from Fann Environmental. She noted the pump stations have been painted and look very nice. Greg McClintock will be going back to touch up the paint on one wall of Pump Station No. 1. On June 17th Celia and Sandy both submitted their election paperwork, so the District will need to see if any other candidates filed to determine if an election is needed. Lastly, she noted on June 29th she received an email from the County that they are working on the details of the ARPA paperwork, so the District should be receiving that shortly.

- B. **Administrative Report:** Ms. Galgano-Pinkley presented and summarized the May/June Bookkeeper Report and Financials. Director McClintock made a motion to approve the Financial Report and checks as presented. Director Carr seconded. The motion passed unanimously.

8. **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: a) Madizell/Main Water Line Infrastructure Construction project; b) HPDWID easement along main water transmission line; and c) HPDWID Manuals including Bylaws/Rules of Procedure, Policy/Procedures and District Ordinance. Director Ferguson seconded the motion, which passed unanimously.

The Board left the public meeting teleconference to move into Executive Session at approximately 12:35 pm, and noted they would return to public session at approximately 1:15 pm.

The Board rejoined the public session at 1:15 p.m.

9. BUSINESS:

- A. Discussion and possible action re: Madizell/Main Water Line Infrastructure Construction Project:** Director McClintock made a motion to table this item and follow legal counsel as received in Executive Session. Director Cook seconded the motion. The motion passed unanimously.
- B. Discussion and possible action re: HPDWID Easement/As-Built/New Survey and Legal Description, Parcel 100-01-019P along Main Water Transmission Line:** Director McClintock made a motion to table this item until documents are received from Sunrise Engineering and provided to legal counsel to handle. Director Cook seconded the motion. The motion passed unanimously.
- C. Discussion and possible action re: HPDWID Manual Summary and Assignment for Policy and Procedure Review/Update Workshops on 8/15 and 8/16/2022:** Board Chair Carr reviewed the objectives and assignments for the upcoming workshops. She asked that the Board type their section as they would like it to be approved, then they will have a professional typist format and compile the manuals into a single document. The drafted Bylaws were prepared by Mr. Whittington's office and are updated. Director Angeleri asked about keeping these manuals and policies electronically. There was discussion that while most of this is digitized, there is a need for paper copies to be maintained as well. The Board will discuss this further once the documents are compiled. Board Chair Carr asked that each Board member bring their flash drive with the Word document of their section to the workshops, along with 5 printed copies for review/editing/discussion at the workshop.

10. FUTURE MEETING DATES

- A.** The next Board meetings which will include the Manual workshops are scheduled for August 15th and 16th from 12:00 pm to 5:00 pm.
- B.** There will be a meeting on September 27th at 1pm. This is the GIS training session and will be an EDUCATIONAL meeting ONLY.
- C.** Future Board meetings are scheduled on October 17th at 10:00 am and December 12th at 10 am.
- D.** The Board discussed the frequency of the meetings. For 2023 they decided to meet the second Monday of every other month at 10:00 am. Currently the 2023 schedule will be: 2/13/23; 4/10/23; 6/12/23; 8/14/23; 10/9/23; and 12/11/23 but may change as needed. Board Chair Carr noted she would update the posting at the County accordingly.

11. ADJOURNMENT: There being no further discussion, the meeting was adjourned at 2:00 pm.