

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
AUGUST 15, 2022
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Celia Carr called the meeting to order at approximately 12:00 noon. The meeting was conducted in person with a telephone conference option – with no 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

Thus, constituting a quorum.

3. **REFLECTION:** Board Chair Carr provided a reflection for today’s meeting.
4. **APPROVAL OF MINUTES:** Director McClintock made a motion to approve the minutes of the June 18, 2022, Public Hearing with noted corrections and the Executive Session of same date. 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 comment was made.
6. **BUSINESS:**

- A. **Discussion and possible action re: Madizell/Main Water Line infrastructure construction project including plaque installation:** The Board discussed the \$9,016.40 in contractor fees that Mountain High Excavating (MHE) is willing to credit HPDWID to help offset HPDWID construction remediation charges by Fann Environmental. A motion was made by Director McClintock to ask Board Chair Carr to send an email of appreciation to MHE. Director Angeleri seconded the motion, which passed unanimously.

The Board agreed that the Main Transmission Line Construction Project plaque will be installed at Pump House #1 on 10/1/2022 at 10 am.

- B. **Discussion and possible action re: Pump House Water Damage:** The Board discussed the water damage to Pump House #3 due to the recent heavy rains. A motion was made by Director McClintock to further investigate what needs to be done to correct the “slumpage” at Pump House #3 and take action to correct said “slumpage”. Director Cook seconded the motion, which passed unanimously.

- C. **Discussion and possible action re: ARPA Award Updates/Requirements:** The Board discussed the lengthy ARPA Award requirements (including procurement and bidding) and compliance necessary to receive Award funding. The Board Chair then shared the ARPA Award budget she submitted to the County Board of Supervisors on 8/12/2022 with a cost totaling \$486,000. It was noted that because the ARPA Award is for only \$300,000, HPDWID would have to supplement the Award amount with \$186,000 in construction monies to supplement the purchase and installation of a 100,000-gallon water tank. The Board agreed to move forward with the ARPA Award only if HPDWID can hire a company to manage the project and ensure compliance to all ARPA requirements. Director Carr will

request no less than two bids for project management and to ensure compliance to all the ARPA requirements.

- D. Discussion and possible action re: Request to Board of Supervisors to cancel 11/8/22 election of two HPDWID Board members:** The HPDWID Board will await the Yavapai Board of Supervisors cancellation of the 11/8/22 election of two HPDWID Board members.
- E. Discussion and possible action re: HPDWID Newsletter:** Board Vice-Chair McClintock agreed to create the upcoming HPDWID newsletter for insertion into the November 2022 water bill. Content will include the 2022-2023 Budget/Rates and Fees, Main Water Line Construction and ARPA Award updates. Director McClintock will solicit additional newsletter information from fellow Board members to include Shut Off and Pressure Relieve Valve property owner responsibilities, Fire Hydrant Scope of Work and Pump House remediation activities.
- F. Discussion and possible action re: HPDWID Manuals:** The Board discussed, reviewed, and made updates to the proposed HPDWID By-laws and Rules of Procedure as well as the Emergency Preparedness Plan. It was agreed that the section titled “Water Conservation” would be removed from the HPDWID Manual collection. The Board agreed the goal of the Board is to approve a set of By-laws and Rules of Procedure together with updated Policies and Procedures and to decommission the current District Ordinance.

5. FUTURE MEETING DATES

- A. The Manual/Policy workshop will continue tomorrow, August 16th from 12:00 pm to 5:00 pm.
- B. The next meeting is set for September 27th at 1 pm. This is the GIS training session, and will be EDUCATIONAL IN NATURE only.
- C. The next regular Board meetings will be held on October 17th at 10:00 am and December 12th at 10 am.

Tentative agenda topics for Monday, 10/17/2022 at 10:00 am

- Approval of 8/15/2022 and 8/16/2022 Meeting Minutes
- Fann and Bookkeeper Monthly Reports
- Final Review of HPDWID Bylaws/Rules of Procedure & Policy/Procedure Manual
- Madizell/Main Water Line Construction Project Update
- HPDWID Water Line Easement Update
- Posting Annexation Policy Discussion
- 2021 Girl Scout Contract/Proportionate Share Payment of Main Water Line Infrastructure Project (Sandy McClintock) Proposal
- Pump Station Proposal (Angelo Angeleri)
- Fire Hydrant Scope of Work Proposal (Angelo Angeleri)
- Pump House Construction Work Reimbursement for Labor Costs (Greg McClintock)

11. **ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 5:00 pm.