

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
FEBRUARY 12, 2024
PUBLIC SESSION MINUTES**

1. CALL TO ORDER: Board Chair Angeleri 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:

Angelo Angeleri, Board Chair – Present
Sandra McClintock, Vice Chair – Present
David Cook, Board Member – Present
Patti Ferguson, Board Member – Present via conference call

All of whom were present, thus constituting a quorum.

Also attending the meeting was Natalie Galgano-Pinkley, District Bookkeeper/Administrator of Municipal Accounts & Consulting, LP (“MAC”). The conference call line was open for the entire board meeting.

3. REFLECTION: Board Chair Angeleri provided a reflection for today’s meeting.

4. APPROVAL OF MINUTES: Director McClintock made a motion to approve the Regular Session Minutes of the December 11, 2023 Regular Session with one correction – the executive session will be shown on the next agenda. Director Cook seconded. The motion passed unanimously.

5. REPORTS AND CORRESPONDENCE:

A. Chair Report: Director Angeleri reviewed the November-January operation reports from Fann. No issues were noted but for the occurrence of several homeowner leaks. Fann has been working on updating the maps as previously discussed. The five-year system water plan was completed in December. Director Angeleri mentioned establishing a text-based alert system. He volunteered to research and bring back information for the next meeting. Director Cook will follow-up with Fann regarding the service line break near 716 Valley View to see if they need to back charge to the customer. The Board discussed having meters tested or calibrated to ensure accuracy. The Board requested MAC to work on a back charge to the homeowner at 1195 Highpoint for the November repair charges.

Director McClintock and Mr. Whittington met with Yavapai County on the status of Lower Water Tank Project. The County recommends having a contract in place by July 1, 2024 to keep ARPA funding. This is a very aggressive timeline. The Board could have Mr. Whittington review the engineer’s design contract now so that it is ready to go when the study is done. Also, they can ask Sunrise Engineering to begin building a bid packet. Director McClintock motioned to approve an addendum to the agreement with Sunrise Engineering for the Hydraulic Analysis Project. Director Cook seconded. The motion passed unanimously.

Director McClintock motioned to approved the addendum to the contract with Sunrise Engineering for preparing the bid packet if that contract is still valid. Director Cook seconded. The motion passed unanimously. Director Angeleri will ask Sunrise Engineering to start the preparation of the bid packet and will move things forward between meetings.

Director Angeleri had some business cards made. Director Angeleri proposed a change for the next printing of business cards. He created a generic email address for the Board Chair position. The cards can reflect the website for Board contact information. The clerk has specific roles and email needs as well.

B. Co-Chair Report: Mr. Whittington has drafted a response letter and sent it regarding the request from the owners of the Main Water Line Easement. He hasn't received a reply yet. Director McClintock has provided documents for the audit and MAC will continue providing responses to requests as they come in. Director McClintock will follow-up on insurance renewal with the provider. She is also working on drafting a newsletter for April.

C. Administrative Report:

Ms. Galgano-Pinkley presented and summarized the December 2023 and January 2024 Bookkeeper Report and Financials. Director McClintock made a motion to approve the Financial Report and checks as presented. Director Cook seconded. The motion passed unanimously.

Director Angeleri will reach out to Fann regarding tracking of water purchase from the City. He will also follow-up on an update regarding the electricity upgrade with APS.

6. BUSINESS:

A. Discussion and possible action regarding voting results for 5th HPDWID Board Member to replace Board Member position vacated by Celia Carr: The blind voting results were split 50/50 between the two candidates. Director Angeleri suggested that the person not selected to serve on the Board could be invited to attend meetings as a guest and could renew his or her candidacy again at election time. Both candidates bring a lot to the table. The Board did a second round of anonymous voting. Mr. Kiel has been appointed to the vacant spot. Director Angeleri will notify the applicants.

B. Discussion and possible action regarding HPDWID Policy and Procedure Review/Update Version 2: Director McClintock is still working on review and revising.

C. Discussion and possible action regarding HPDWID Board Chair Technology Reference Guide: Director Angeleri drafted a reference guide to consolidate daily instructions for the Board Chair. There were notes on how to use the software and applications commonly used by the Board Chair. Director Angeleri has purchased a Chrome box for district items that can pass on to future Board Chairs as well.

7. CALL TO THE PUBLIC: A call to the public was made for comments relating to District matters. There was no public comment.

8. FUTURE MEETING DATES: The next Board meeting is set for April 8, 2024 at 10:00 a.m.

9. ADJOURNMENT: There being no further discussion, Director McClintock made a motion to adjourn. Director Cook seconded the motion. The motion passed unanimously. The meeting was adjourned at 12:00 p.m.