

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
MAY 21, 2025  
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair McClintock called the meeting to order at approximately 2:05 p.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:**
  - Sandra McClintock, Board Chair – Present
  - Kent Eaton, Board Member – Present
  - Carlos Padilla, Board Member – Present via teleconference
  - Patti Ferguson, Board Member – Present
  - William Kiel, Board Member – Present

All of whom were present thus constituting a quorum.

Also attending the meeting was Elizabeth Riopel of Municipal Accounts & Consulting, LP (“MAC”). The conference call line was open for the entire board meeting.

3. **REPORTS AND CORRESPONDENCE:**
  - A. **Chair Report:** The Board Chair discussed the completion of the concrete pad for the storage shed project. The electrical inspection found a corroded fuse box with incorrect wiring. The fuse box needs to be replaced and the electrician must install 15 feet of wire. \$9,000 of project funds need to be re-allocated accordingly for this portion of work. Some discussion from the Board ensued.
4. **BUSINESS**
  - A. **Bookkeeper’s Report:** Ms. Riopel presented the bookkeeping report and the District’s financial position to the Board. Director Kiel motioned to approve them as presented. Director McClintock seconded. The motion passed unanimously.
  - B. **Discussion and possible action regarding shelves for the Tuff Shed:** The Board discussed the installation of shelves in the new storage shed to maximize space. The price to install for 28 shelves with 24-inch depth is \$175. Director Kiel motioned to approve the purchase of shelving for the Tuff Shed. Director Ferguson seconded. The motion passed unanimously.
  - C. **Discussion and approval of Fann Environmental Contract:** The Fann Environmental Contract listed their annual base fee at \$33,820 plus additional fees for any services outside of the scope of the base fee.

Director Padilla asked about monthly valve exercises, noting frequent monitoring can prepare the District in the event of significant deficiencies. The Board discussed the possibility for Fann to provide a monthly report to the Board or incorporate their findings from valve exercises into their Monthly Operations Report. Director Kiel motioned to execute the Fann Environmental Contract as presented. Director Eaton seconded. The motion passed unanimously.
  - D. **Discussion and possible action regarding the 2025/2026 budget to be presented to the public:** The Board discussed specific line items on the draft budget presented by

Municipal Accounts & Consulting for review. Account 16718 - Insurance & Surety Bond increased by \$6,000 this year in order to expand coverage for the District and Account 17914 - APS 3 Phase was reduced by \$5,000 to balance the budget. The draft budget will be approved by the Board today to be presented at a special meeting for public comment. Director Kiel motioned to approve the draft budget to be presented for public comment. Director Ferguson seconded. The motion passed unanimously.

- E. Retroactive agreement for bid on Valley View contract:** Director McClintock motioned to approve retroactively the action taken by the Board to ask Sunrise Engineering to go out for bids again on the Valley View contract.

Legal counsel advised the Board use overt language to express the action taken to authorize Sunrise to go back out for bids again. The previous motion on this matter implied action but the Board is retroactively creating a motion here to ensure compliance with Arizona law.

Director Ferguson seconded the motion. The motion passed unanimously.

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

**FUTURE MEETING DATES:** The Board will hold an Open Public Hearing and Special Meeting on June 9, 2025 at 4:00 p.m. for public comment on the FY 2025/2026 Budget. The meeting will be located at the Rock Haven cul-de-sac (closest property address is 960 N. Rock Haven).

The next regular session meeting date will be on July 21, 2025 at 10:00 a.m. in person or via conference call.

- 6. ADJOURNMENT:** There being no further discussion, Board Chair McClintock adjourned the meeting at 2:59 p.m.