

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
FEBRUARY 9, 2026
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Director McClintock called the meeting to order at approximately 10:12 a.m. The meeting was conducted in person with a telephone conference option.

2. **ROLL CALL OF BOARD MEMBERS:**

Sandra McClintock, Board Chair – Present
Kent Eaton, Board Member – Present
Carlos Padilla, Board Member – Present
Patti Ferguson, Board Member – Present
William Kiel, Board Member – Absent

All of whom were present, except Mr. Kiel, thus constituting a quorum.

Also attending the meeting was Elizabeth Riopel of Municipal Accounts & Consulting, LP (“MAC”); Devon White of Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.; and Gordon Bean of Sunrise Engineering. The conference call line was open for the entire board meeting.

3. **APPROVAL OF MINUTES:** Director Ferguson motioned to approve the Regular Session Meeting Minutes from December 15, 2025 and the Executive Session Meeting Minutes from December 15, 2025 with one correction. Director Eaton seconded. The motion passed unanimously.

4. **BUSINESS**

- A. **Bookkeeper’s Report:** Ms. Riopel presented the bookkeeping report and the District’s financial position to the Board. Director McClintock motioned to approve them as presented. Director Padilla seconded. The motion passed unanimously.

- B. **Board Chairman’s Report:** Director McClintock summarized the events of the lien hearing for Avori Henderson. Ms. Henderson showed up to the hearing. Director McClintock provided the Board with an email response from Devon White summarizing events and the Board’s legal stance. Director McClintock gave Ms. Henderson a deadline of 2/26/2026 to avoid the lien by paying her past due bill in full. Director McClintock informed the Board she would be traveling out of town for several weeks and asked Director Padilla to sign items while she is away in her capacity as Board Chair.

Director McClintock asked Director Padilla to give an update on the water tank. Director Padilla informed the Board that he received an update from Gordon Bean that construction is on hold due to permit delays. Mr. Bean told the Board he is working on last minute details needed to file for the permit. The process started in October 2025 and was delayed due to several requests for more information from the County. Mr. Bean told the Board that he is hopeful the process will move forward now that the County has sent a request to Director McClintock for her signature on certain permit documents. Mr. Bean told the Board he is working with APS as well to retrieve what is needed from them for the permit. Director McClintock met with Barbara Fox, the Administrative Assistant to the Supervisor of District 1 to see if there is anything the Board can do to expedite the process.

- C. **Discussion and possible action regarding a property on Valley View wanting to acquire water from HPDWID:** Robb from Fann Environmental had a conversation with the contractors. Director McClintock summarized the situation regarding the property that

has maintained a separate water well and does not buy water from the District. This violated the Intergovernmental Agreement between the District and the City of Prescott. Director McClintock stated that the way the meter is installed would require the property owners to pay 1/3 of the cost of the line installation to the people who paid for the line extension originally.

D. Action regarding updating policy manual for liens:

Director McClintock gave the board a list of shut-off properties and how long they have remained delinquent. Director McClintock discussed ensuring the district collects what it's owed through an automatic lien procedure based on what was learned from the situation with Avori Henderson. The Board agreed that following a procedure consistently in each situation is wise. Director McClintock mentioned the lien letter should provide the customer with the amount of time remaining to pay before the lien takes effect in order to encourage earlier payment. The Board discussed the procedure for issuing liens in more depth and tracked the timeline from shutoff to lien letter. The Board discussed Fann's role in hanging door tags. Director Ferguson asked who would be responsible for liens. Director McClintock responded that Municipal Accounts & Consulting would notify the Board when a customer has reached the lien threshold established in the policy manual. The Board discussed the lien threshold and possible options to write-off certain fees or allow offers-in-compromise. Director Padilla suggested keeping the process as simple as possible to ensure an equal application of the procedure and efficient use of District resources. Director McClintock told the Board she would start preparing a draft of the language of lien policy for the Board's review.

Director McClintock made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice regarding delinquent customers and Valley View property. Director Padilla seconded this motion. This motion passed unanimously and the District moved into Executive Session at 11:03 a.m.

The Board resumed the public session at 11:18 a.m.

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 next regular session meeting date will be on April 13th at 10:00 a.m. at MAC offices on 125 N. Granite St.

6. **ADJOURNMENT:** There being no further discussion, the meeting was adjourned at 11:18 a.m.