

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
APRIL 8, 2024
PUBLIC SESSION MINUTES**

1. CALL TO ORDER: Board Chair Angeleri called the meeting to order at approximately 10:00 am. 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 – Absent
William Kiel, Board Member – Present

All of whom were present, except for Director Ferguson, thus constituting a quorum.

Also attending the meeting was Natalie Galgano-Pinkley, District Bookkeeper/Administrator, and Elizabeth Riopel, Bookkeeper, 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 February 12, 2024, Regular Session. Director Cook seconded. The motion passed unanimously, with the exception of Director Kiel who abstained.

5. REPORTS AND CORRESPONDENCE:

A. Chair Report: Director Angeleri reviewed the March operation reports from Fann. No issues were noted. Fann completed an inventory of lead and copper pipes on the distribution system for every house in the district. The ADEQ requires the inspection to be completed by October 2024. If lead pipes are detected, a plan must be made to mitigate this.

Fann requested approval to relocate a water meter box in order to facilitate access for future maintenance. The District is required to pay for the removal and reinstallation of meters that have been inappropriately placed and impede access for Fann. The Board briefly discussed the merits of wireless meters but concurred that the cost of wireless meters outweighed their benefits at present. Director McClintock made a motion for the Board to pay to move the water meter box, as necessary. Director Cook seconded. The motion passed unanimously.

Fann reported a water meter for 1006 Skyline had overstated consumption inconsistently over a period of time. Fann conducted two tests of the water meter and found the error to be 3% over actual consumption. The faulty meter was replaced. The Board discussed current policies in place for refunding overpayments from customers due to water meter misreads. Director Angeleri will look at the meter data and provide guidance on this matter at the next District meeting.

The Board discussed business cards briefly. Director Angeleri kept the business cards generic in case of board member changes. Director Kiel inquired about personalized cards for each board member with their respective board position email addresses. Director Angeleri

explained that he had created only one email address for the Board Chair position in order to ensure easy access and transition for new board members, but assured the Board that he can create as many aliases as needed for HPDWID.com. The Board will return to this discussion at a later time.

B. Co-Chair Report: Director McClintock reported on the status of the main waterline easements. Mr. Whittington sent a letter to the six homeowners in question and has not received a response to that letter. The Board will work on getting responses from the remaining five homeowners. The District's insurance renewal application has been submitted. The Board discussed the potential need for additional coverage during the tank project.

C. Administrative Report:

Ms. Galgano-Pinkley presented and summarized the March 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 Kiel requested the Bookkeeper Report and Financials be advanced to all board members before each District meeting. The advance date was set to be the Wednesday before each District meeting by close of business.

The audit of the District is ongoing.

6. BUSINESS:

A. Discussion and possible action re HPDWID 2024-2025 Draft Budgets/Rates/Fees/Taxes:

The Board reviewed the drafted budget and rate/fee schedule. The Board decided to absorb the increase in rates, fees, and taxes by the City of Prescott this year.

The Board will hold a public budget meeting on June 10th to allow for public comment on the budget before approving.

B. Discussion and possible action regarding discussion and possible actions regarding future Tank Construction Bid Contracts (August 2024) and Fann Environmental Renewal Contract (November 2024):

Director Angeleri provided the Board with revised dates for the Lower Tank Replacement Project. He was able to improve the overall schedule by a couple of months and expects the bid process to be completed by September 2024. The revised project timelines will improve the district's overall standing with the County. Directors Angeleri and McClintock are working with Mr. Whittington and the County to align contracts. Director Angeleri discussed advertising the Lower Water Tank Replacement Project to organizations that serve minority and disadvantaged homeowners in order to attract potential bidders. The Board confirmed that the state of Arizona only requires more than one bidder on a project when the value of that project exceeds a specified dollar amount.

Director Angeleri spoke with Mike Young, the President of Fann, regarding the renewal of the District's contract in November. He made suggestions for the new contract to expand on its wording for value inspections. The contract currently has a base rate for reading meters and an a la carte selection of services from various technicians and project managers. Director Angeleri inquired about whether or not Fann can provide oversight and milestones on the tank build. Director Kiel noted a lack of project management, quality assurance, and administrative oversight on projects. Compliance with ARPA and WIFA

regulations added their own respective layers of complexity to projects as well. Ms. Galgano-Pinkley can provide administrative oversight to the accounting and draw requests.

C. Discussion and possible action regarding discussion and possible action regarding repair costs for 716 N Valley View: The Board would like to see an itemization of the charges on the December invoice for replacing the meter. They can then determine what should be charged to the homeowner.

D. Discussion and possible action regarding HPDWID Policy and Procedure Review/Update Version 2: No comments were made on this business. The Board is waiting for Director McClintock to complete additional review.

E. Discussion and possible actions to fix regarding email issues for boardchair@hpdwid.com: Director Angeleri had Sartie Design fix the issue and update their account with GoDaddy.

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 June 10, 2024, at 10:00 a.m.

The Board discussed changing District meeting dates in order to mitigate reporting one month in arrears due to the availability of bank statements. Director McClintock made a motion to approve the Board meeting on the third Monday of the month instead of the second Monday. Director Cook seconded. The motion passed unanimously. The new District meeting schedule will begin following the budget meeting in June. The new District meeting dates are as follows: August 19th, October 21st, and December 16th.

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 11:41 a.m.