

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
AUGUST 7, 2024  
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Angeleri called the meeting to order at approximately 1:00 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:**

Angelo Angeleri, Board Chair – Present  
Sandra McClintock, Vice Chair – Present  
David Cook, Board Member – Present  
Patti Ferguson, Board Member – Present  
William Kiel, Board Member – Present

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”); Bill Whittington and Devon White of Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C.; Dave Dirren, Hartley Pinn and Prasanna Dahal of Sunrise Engineering via teleconference. 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 April 8, 2024 and Public Session Minutes of June 10, 2024. Director Ferguson seconded. The motion passed unanimously.
5. **REPORTS AND CORRESPONDENCE:**

- A. **Chair Report:** Director Angeleri had no comments at this time and will wait to report at the Regular Session Meeting on August 19, 2024.
- B. **Status of Audit:** The audit is being finalized and there are updated procedures based on the auditor’s recommendations. Please review the policies and procedures to approve on August 19, 2024.
- C. **Status of Policy and Procedure Revision:** Director Kiel asked about having a workshop to review and discuss policy and procedures. The revision has been sent to Mr. Whittington for his review as well. Director Angeleri and Mr. Whittington will review potential changes and determine if a board meeting is needed in September. Director McClintock did not have any substantial changes to submit at this time. There was discussion about making sure any future contracts comply with District policies.

6. **BUSINESS**

- A. **Presentation of Engineering Analysis, Design, and Bid Prep:** Hartley Pinn with Sunrise Engineering provided the Board with a status update presentation. The Board will need to work on a plan to mitigate higher than normal water loss.
- B. **Discussion and possible action re: (B) Future Tank Construction and (C) Budget as it relates to Tank Construction Project:** There was discussion that the water tank site will need to be re-grated to keep the pump house from flooding. They may potentially need to

relocate and rebuild the pump house. The Board also discussed the regulations required for WIFA versus ARPA. There was discussion on bids for construction and administrative oversight and if it would be needed for Director Angeleri to draft Requests for Proposal to allow Sunrise Engineering to bid on. There are technicalities if administration is paid for with ARPA or WIFA funds. The Board discussed the updated bidding timeline for the project.

Prasanna Dahal left the meeting at approximately 3:00 p.m.

Director Angeleri made a motion for the Board Chair to contact the County with revised bidding dates and get approval for the those dates. Director McClintock seconded the motion. The motion passed unanimously.

Director McClintock made a motion to authorize the Sunrise Engineering to prepare a bid package that includes a 71,000 gallon water tank for the Board Chair to review and authorize, with assistance as needed, and submit to the public after review. Director Cook seconded. The motion passed unanimously. Sunrise Engineering will prepare an amendment to their existing contract to include administration, construction management and oversight services and to be considered at the August 19, 2024 meeting.

Hartley Pinn and Dave Dirren left the meeting at approximately 3:36 p.m.

Director Angeleri made a motion to move into executive session pursuant to A.R.S. § 38-431.03(A)(3) and (A)(4) for legal advice and instructions pursuant related to property challenges. Director McClintock seconded the motion. The motion passed unanimously and the Board moved into Executive Session at 3:37 p.m

The Board rejoined the public session at 5:03 p.m.

**6. BUSINESS:**

**D. Discussion and possible action regarding District property challenges (723 Valley View., 0 Smoki Dr., 5710 Oak Cove Dr., 827 Valley View Rd., and Parcel 100-01-033F):** Director McClintock made a motion for the Board Vice Chair to contact the Wicklifes and Whites regarding possibly providing the District an easement for a water line to 723 Valley View. Director Kiel seconded the motion. The motion passed unanimously.

**E. Approve and execute signature cards for the District's customer billing bank account with Central Bank:** Director McClintock motioned to execute lockbox signature cards for Central Bank. Director Ferguson seconded. The motion passed unanimously.

**7. FUTURE MEETING DATES:** The next Board meeting is set for August 19, 2024 at 10:00 a.m.

The next District meeting dates are as follows: September 16<sup>th</sup>, October 21<sup>st</sup>, and December 16<sup>th</sup>.

**8. ADJOURNMENT:** There being no further discussion, Director Angeleri adjourned the meeting at 5:05 p.m.