

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
OCTOBER 28, 2024  
PUBLIC SESSION MINUTES**

- 1. CALL TO ORDER:** Board Chair Angeleri called the meeting to order at approximately 10:02 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 teleconference  
William Kiel, Board Member – Present

All of whom were present thus constituting a quorum.

Also attending the meeting was Natalie Galgano of Municipal Accounts & Consulting, LP (“MAC”); Bill Whittington present via teleconference and Devon White of Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C; Dave Dirren of Sunrise Engineering; Matthew Oskowis was present via teleconference and Kent Eaton and Carlos Padilla as members of the public. 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 October 1, 2024. Director Cook seconded. The motion passed unanimously. Director McClintock made a motion to approve the Executive Session Minutes of October 1, 2024, with one correction of a 15-foot easement instead of a 16-foot easement. Director Cook seconded. The motion passed unanimously.

**5. REPORTS AND CORRESPONDENCE:**

- A. Chair Report:** Director Angeleri noted there was nothing outstanding from Fann.

The district’s audit is 99% complete. There was a note to the Board that establishing controls on procurement is important as well as maintaining records during a project.

**6. BUSINESS**

- A. Discussion and possible action regarding GIS Renewal:** Maintenance services will cost \$1,600 a year including backup services. Director Cook motioned to approve GIS services at \$1,600 a year. Director McClintock seconded. The motion passed unanimously. GIS also has a secondary software in which charges are role-based. Director Kiel motioned to discuss GIS licensing. Director McClintock seconded. The motion passed unanimously. There was discussion about how many licenses are needed. The District needs a creator/viewer license. Fann needs one as well. Mr. Dirren will check if a floating license is available. The Board will table discussion until the December meeting. In the meantime, Mr. Dirren will see if his GIS team can call Director Kiel to discuss options prior the December meeting.

- B. Discussion and possible action regarding Lower Tank Construction:** Sunrise Engineering revised the schedule and generated new bid packages and drawings to go out for bid again.

The last bid cycle received only one bid that was incomplete. Yavapai County has approved the updated schedule. The bid is set to go out November 4, 2024. Mr. Dirren needs to amend Sunrise Engineering's contract for revisions. Mr. Kiel asked for weekly updates on bid interest and outreach efforts. There are challenges with the project with the site, pump house, power lines, and existing easements. Director McClintock motioned to approve Sunrise amending its agreement for the water tank replacement projected dated October 23, 2024. Director Cook seconded. Further discussion covered the total cost of Sunrise Engineering's services capped at \$31,100 with a portion of time and expenses, and there is a performance bonus for Sunrise to keep ARPA schedule. The due date of the bids is December 5, 2024. Director McClintock modified the motion to include weekly updates emailed to the Board. Director Angeleri will follow-up on APS 3-phase status. Director Cook seconded the amended motion. The motion was passed unanimously.

- C. Discussion and possible action regarding District property connection challenges:** Director Kiel made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice and instructions pursuant to A.R.S. § 38-431.03(A)(4) regarding District property challenges. Director McClintock seconded the motion. The motion passed unanimously, and the Board moved into the Executive Session at 11:04 a.m.

The Board let the public know the plan to rejoin the public session at 11:19 a.m. The Board resumed the public session at 11:30.

Director McClintock made a motion to authorize the Board Chair or, in case of absence, the Vice Chair, to negotiate the final terms for and eventually approve a contract for the water line to Stapleton's property via either Dr. Leo's property or an alternative method. Director Cook seconded the motion. The motion passed unanimously.

- D. Discussion and possible actions regarding Contract for Survey of 716 Valley View: Sunrise** Engineering provided a proposal of \$3,708 to perform the survey. Director McClintock made a motion to approve the Sunrise Engineering contract to survey the water line to the Stapleton's property, subject to any required negotiations by either the Board Chair or Vice Chair and including any required modifications by legal counsel. Director Kiel seconded. The motion passed unanimously.

- E. Discussion and possible actions regarding Procedure Revision:** The Board tabled this discussion until the next meeting to be added to the agenda. Director Kiel had some comments and revisions. Mr. White asked Director Kiel to call the law office to discuss it, or they could discuss it after the meeting.

- F. Discussion and possible action regarding Board Member Elections:** The Board needs to appoint new members to fill the positions of Director Cook, Director Angeleri, and Director Ferguson. Their spots become vacant December 31, 2024. Director Kiel requested biographies from the two potential candidates. Director Ferguson has indicated she would like to stay in her position for another term. Director Kiel asked if he could still serve on the Highland Pines Board if he is elected to the Yavapai College Board. The Board will research an answer if Director Kiel is elected to the other board. Mr. Padilla provided a brief description of his background as a professional engineer with the City of Phoenix. He also has Water and Wastewater Operator Certifications. He currently splits time with Phoenix. Kent Eaton gave a brief biography. He was a machinist for 20 years and worked in IT for government entities.

Director McClintock motioned to appoint Mr. Padilla, Mr. Eaton, and Ms. Ferguson to fill the three spots open as of January 1, 2025. Director Kiel seconded. The motion passed unanimously with the exception of Ms. Ferguson who recused herself from the vote.

- 7. CALL TO PUBLIC:** Mr. Padilla made a few comments related to the tank project about getting the life-cycle cost and comparing bolt versus weld. He thinks the Board should talk to APS as soon as possible regarding the easement. It was noted the tank leak was reported to ADEQ as a deficiency so it must be replaced. Mr. Padilla explained the need for a 15-foot easement for continuing maintenance on the water line.

Mr. Oskowis made comments as a representative for the property at 650 Valley View. He expressed concerns to the Board about notifying property owners about projects affecting their properties and he believes a system should be in place for that. Mr. White replied with a few items and that work on the road was not an option and is still not an option. Director Angeleri replied that there was never any contract awarded for doing work on the driveway. It was always a goal to work with the Leos, but the district can work on other alternatives if needed.

- 8. FUTURE MEETING DATES:** The next District meeting will be held on December 16, 2024. 2025 dates will be listed on the agenda and the Board will eliminate meetings as needed. Ms. Galgano noted the December meeting, and all future meetings will be held at a different location. She will keep the Board updated.

- 9. ADJOURNMENT:** There being no further discussion, Director McClintock made a motion to adjourn. Director Cook seconded. The motion passed unanimously. The meeting was adjourned at 12:09 p.m.