

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

1. **CALL TO ORDER:** Board Chair McClintock called the meeting to order at approximately 10:00 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:**
  - 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”); and Gordon Bean of Sunrise Engineering. The conference call line was open for the entire board meeting.

3. **CALL TO PUBLIC:** A call to the public was made for comments relating to District matters. There was no public comment.
4. **REPORTS AND CORRESPONDENCE:**
  - A. **Chair Report:** There was no comment from the Board Chair at this time.

5. **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 Kiel seconded. The motion passed unanimously.
- B. **Discussion and possible action regarding Proposed Budget and Fees:** There was discussion regarding the fee schedule for services from Municipal Accounts & Consulting. The Board decided to table voting to approve the fee schedule until the next district meeting to wait for input from Natalie Galgano.

Director Kiel asked about the District’s water conservation incentives for high gallon users. There was discussion about this topic. Director McClintock said there are very few high gallon users and Fann has methods in place to ensure accurate readings.

Director Kiel motioned to approved the proposed budget and rates. Director McClintock seconded. The motion passed unanimously.

Jarom Hlebasko and Chris Query of Sunrise Engineering joined the meeting via teleconference at 11:06 a.m.

- C. **Discussion and possible action regarding Fann Monthly Reports, particularly the January Report:** A contractor hired by the homeowners of 268 Navajo Way to do maintenance to their property left a pipe exposed to cold weather by accident. This

resulted in a repair that cost the District \$911.12. The Board discussed passing the bill onto the homeowners. Director Kiel motioned to charge the homeowners \$911.12 for the water pipe repair. Director McClintock seconded. The motion passed unanimously.

- D. Discussion and possible action regarding the Fann contract:** This item was tabled for discussion until the next District meeting to allow time for the Board to review.
- E. Discussion and possible action regarding New Storage Shed at Upper Water Tank and Approval of Change Order. Update on Tank Project:** Mr. Bean gave the Board an update on the tank project. They are in the final design stage with APS. The tank delivery date has been pushed back another 8 weeks for installation due to delays with APS and there is no way to expedite. The Board confirmed with Mr. Bean that the project must be completed by 2026. There were some design modifications that were not predicted that have resulted in higher costs. Mr. Bean is not certain how much the change order will be at this time. He will need to collaborate with the contractor and update the design. The design now requires a concrete gravel ring with an estimated cost of \$4,000. This will be added as an addendum to the contract. The target delivery date for the concrete gravel ring is June 23<sup>rd</sup>.

Change Order No. 1 will refer to the electrical relocation in the Ligon contract with nine items costing a total of \$37,463.44. Change Order No. 2 will add the \$4,000 addendum for the concrete gravel ring. The total contract is the same with contingency reallocations. Director Ferguson motioned to approve the changes. Director McClintock seconded. The motion passed unanimously.

The Board discussed a new storage shed at the Upper Water Tank area. Director McClintock received two quotes from Tuff Shed and told the Board about a current discount being offered that requires a timely decision by the Board. She recommends a 10x14 shed with shelves and a concrete pad placed beneath. The District's records can be stored on the shelves and the Upper Lower Tank items can be moved there maximizing storage space. The concrete pad is a secondary expense estimated at \$5,000 and Director McClintock is currently searching for quotes. Director Kiel motioned to accept a bid from Tuff Shed for a 10x14 shed to include a provision for the concrete pad and any electrical work not to exceed \$9,000. Director McClintock seconded the motion. The motion passed unanimously.

- F. Discussion and possible action regarding water to 723 Valley View, contract from sole bidder and referral to attorney for legal approval:** Yavapai County is ready to issue an approval for the contract. Mr. Bean contacted two bidders and received three references for Earth Resources Corp. Mr. Bean commented that Earth Resources Corp seems to be the better option to hire for this project due to their good reputation. They will charge approximately \$130,000 for their services. Mr. Bean will give the contract from the bidder to the District's legal counsel for review.

Mr. Bean showed the Board a map of the construction plan, pointing out patching and pavement replacement areas. The specifications were sent with the bid package.

Director McClintock said Dr. Leo will have contractors come to the site to mark for the septic system on May 6<sup>th</sup>. At that time, Dr. Leo will go with Director McClintock to see where this project will take place. Fann will take care of moving things so the work can be accomplished. Nothing can be done until the septic system project is completed. The easement must be 15 feet instead of 5 feet. This project now includes land repairs. The advantage of this project to Valley View is a fire hydrant can be provided.

Director Padilla motioned to approve Earth Resources Corp to proceed with the Valley View extension for \$134,443 with the owner's contingency of a 10% of existing rock clause and revisiting and adding liquidated damages for late completion on the project. Director McClintock seconded. The motion passed unanimously.

**G. Discussion regarding Recording Easement through HPDWID's Parcel at Lower Water Tank for the Land-locked Properties:** Director McClintock presented the plat map with the parcel in question to the Board. Parcel 100-05-035 is up for sale with the sale being handled by Holly Meneou who hired a surveyor. A 20-foot easement is currently recorded to provide access to Director Eaton's home. This easement was done in 1976 and is outdated as the water tank was moved subsequent to the easement to a location that infringes on the easement. The Board discussed conducting an analysis to reconfigure the established easement since water lines might need to be established underneath the parcel.

**H. Discussion and possible action regarding GIS:** Mr. Hlebasko discussed the GIS system with the Board. Local people can log into one viewer account. The Board will need an administrator account and one mobile work account as well resulting in three licenses. The Board needs to approve an amendment to transfer licenses as needed. The current fee was \$1,600 per year. The new fee will be \$1,225 per year plus an administrative fee for Sunrise of \$600 for a total of \$1,825 per year, an increase of \$225 from the prior year. Training is available to all Board members at no extra cost. Director Ferguson motioned to approve the GIS contract. Director McClintock seconded. The motion passed unanimously.

Jarom Hlebasko, Chris Query, and Gordon Bean left the meeting at 12:13 p.m.

**I. Discussion and possible action regarding Request from CSWR to Purchase HPDWID:** Director McClintock received a phone call from Central State Water Resources with an offer to buy HPDWID. The Board briefly discussed their knowledge of this process and they agreed that owner stakeholders are better stewards in this case. Director McClintock will tell CSWR the Board is not interested.

5. **ADJOURNMENT:** There being no further discussion, Board Chair McClintock adjourned the meeting at 12:30 p.m.