

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
DECEMBER 16, 2024
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Angeleri called the meeting to order at approximately 10:05 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
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 and Gordon Bean of Sunrise Engineering; Kent Eaton as a member of the public and Matthew Oskowis and Carlos Padilla were present via teleconference as members of the public. The conference call line was open for the entire board meeting.

3. **REFLECTION:** Director Angeleri reordered the agenda to accommodate public members in attendance. The Board will cover agenda items E, F, & G first then open the meeting for public comments.
4. **BUSINESS**

E. Discussion and possible actions regarding District property connection challenges:

Board Chair Angeleri gave a summary of the Board’s actions and options they have considered to get service to the Stapleton’s property. The situation has reached a critical emergency due to the winter conditions. The Board will need to consider permanent and temporary solutions. Director McClintock provided an update based on her conversations with Fann and the property owners. Fann prefers to complete this task via Valley View Dr for construction purposes.

F. Discussion and possible action regarding District action to perform potholing on Valley View Dr, to determine feasibility of extending main line to 723 N Valley View Dr:

Director McClintock made a motion to authorize potholing on Valley View Dr to determine feasibility of extending the existing main line to 723 N Valley View Dr and to prepare for an extension if determined to be feasible. Director Cook seconded. There was discussion about the process. Fann has a potholer device. Director Angeleri reminded the Board that time is of the essence on this project and he would like to take action. It is becoming hard or impossible to please everyone. The Board could potentially follow-up on the motion with an additional meeting this month. The Board voted on Director McClintock’s motion: Directors McClintock, Cook, Angeleri, and Ferguson voted yes. Director Kiel voted no.

G. Discussion and possible action regarding possible installation of water tank and required connections to provide water to 723 N Valley View Dr:

Director McClintock made a motion to authorize the installation of a temporary water tank pump at 723 N Valley View Dr to continue water service to that address until a permanent solution is found. Director Cook

seconded. There are no proposals or bids out now for this project but there are not many options for the Board to consider to continue to provide water service. Temporary tanks can be rented. Director Angeleri invited Roxanne Stapleton to make a comment to the Board. She provided her background of service on city councils as well as other government positions and empathizes with the Board and with government action. However, they've watched this issue progress since March. They aren't being impatient but they would appreciate a temporary tank and one where the tank condition is known to guarantee potable water conditions. She does ask for her input to be considered on locations and visibility because of the long-term nature of the tank. The Stapleton's appreciate the Board's attention to this matter and hopes the potholing project will provide answers and offer the most efficient solution.

Director Kiel asked about additions and a spending cap to the motion made by Director McClintock. He suggested looking at a better insulation to the temporary line to avoid the need of a tank. He thinks there has to be a more permanent way to insulate the temporary line and that option should be included in the motion.

Director McClintock amended her previous motion to include the option to better insulate the existing line or install a temporary tank at 723 N Valley View Dr. Both measures are temporary while the Board discusses, plans, and executes a permanent solution. Director Cook seconded. The motion passed unanimously.

Mr. Oskowis asked why the current easement isn't being utilized. Director Angeleri responded that was the Board's original idea but there were several challenges with the route with the easement and roadway easements, complicating the matter. Mr. Oskowis could be available to meet on-site to review route options with the Board. He'll check his availability and will keep in touch with Director Angeleri.

Mr. Dirren recommended another option. In lieu of potholing, the Board could call Mountain High Excavating for an estimate to install the line. They can deal with the rock barriers. Mr. Dirren knows the local representative for Mountain High Excavating and can try to expedite the estimate process. They're looking at approximately 250 feet of line. The District doesn't have an easement at the loop at the end of the Neubert property because the roadway was abandoned. If the Board is able to schedule a project for the 723 N Valley View Dr issue, they could discuss options with the Stapleton's in more detail with scheduling and price quotes and align the temporary tank project with the line installation.

Director Kiel motioned to solicit bids to extend the water line on Valley View Dr of approximately 250 feet to see if feasible with an alternative to supply water to the Stapleton property at 723 N Valley View Dr. The bid solicitation is to be as expedited as possible with Sunrise Engineering providing minimal required plans with their fees not to exceed \$9,999. Director Kiel will reach out to Sunrise Engineering as the point person for the bidding portion. Director McClintock seconded the motion. The motion passed unanimously.

The Board returned to agenda items A-D under business.

- A. Discussion and possible actions regarding Conflict-of-Interest Statements for Ligon Excavation:** Director Angeleri provided the Conflict-of Interest Statements for the Board to sign. No further discussion.
- B. Discussion and possible actions regarding Lower Tank Construction (Bids, Contractor Award, Schedule, and Contracts). Possible modification of ARPA Agreement:** The bid request was sent out again and Mr. Dirren and Sunrise Engineering went above and beyond to make the bid competitive. Yavapai County has offered additional funding of up to \$640,000. The original request included a few items but the bid didn't include all items needed

to be completed. It did include the pump hose. The County asked for a letter explaining the changes in the plan for the Yavapai County Board of Supervisors to approve the amendments. The letter needs to go out today. Ligon Excavation's bid was just for the tank replacement. Sunrise Engineering provided the bid packet information. The Board would like to add the pump hose and elect improvements to the contract if Ligon Excavation approves as "owner contingency". The contract needs to be signed before year-end. Director Angeleri's term ends on December 31st so they will need a full board approval of the amended contract. The Board discussed the best way to amend the budget of the contract to commit to the funds being used.

- C. Discussion and possible actions, including approval of contract, regarding Lower Tank proposal and Bid provided by Ligon Excavation Bid. Review Ligon Excavation Bid Analysis, Costs, References, and Suspension/Debarment analysis. Possible additions to scope and specification requirements:** Director McClintock made a motion to authorize Director Angeleri to negotiate with Ligon Excavation to finalize the contract. Director Cook seconded the motion. The motion passed unanimously.

Director Angeleri noted to check with Ligon Excavation if they can sign between December 27th and 31st. He will provide updates to the Board with the revisions and polishing. Mr. Bean provided the Board with a summary of the analysis conducted on the single bid received. Sunrise Engineering has done three other jobs with Ligon Excavation and he did reference Yavapai County for another ARPA project.

Dave Dirren left the meeting at 11:58 a.m.

- D. Discussion and possible action regarding revised proposal for additional soil testing/sampling at the new tank location:** No discussion at this time.
- H. Discussion and possible actions regarding GIS Renewal:** The Board deferred discussion on Item H.
- I. Discussion and possible actions regarding Policy and Procedure revision: possible approval:** Director Cook motioned to approve the Policy and Procedure Revision 4. Director Ferguson seconded. The motion passed unanimously. Director McClintock has a question for Mr. White regarding the Revision and will reach out via email after the meeting.
- J. Discussion and possible action regarding filing Board Member vacancies; possible appointment of new Board Members to fill new vacancies:** Directors Cook, Ferguson, and Angeleri didn't submit paperwork for the election which resulted in vacancies. Director Ferguson plans to serve from 2025-2028. The Board will need to reappoint for vacancies in January. Mr. Eaton and Mr. Padilla have both agreed to fill the vacancies. Mr. Eaton will be appointed to the seat vacated by Director Cook. Mr. Padilla will be appointed to the seat vacated by Director Angeleri. Director McClintock motioned to appoint Director Ferguson to continue to serve on the Board in her seat for the term through 2028. Director Kiel seconded. The motion passed unanimously.
- K. Discussion and possible action regarding Board Member elections and board member positions; possible swearing in ceremony:** The packet for Board Members needs to be notarized before swearing in on January 1st. The new Board Members can be sworn in at the January 21st meeting. The Board positions will be decided at the January meeting as well.
- L. Discussion and possible action regarding Bank Account management resulting from elections and changing board member positions; new signature authority:** Director McClintock motioned to remove Board Members Angelo Angeleri and David Cook from the District bank accounts with OneAZ Credit Union, Central Bank, and Yavapai County. She

included in the motion to add prospective Board Members Carlos Padilla and Kent Eaton as signors to the aforementioned bank accounts effective January 1, 2025. Director Cook seconded. The motion passed unanimously.

Director McClintock motioned to authorize Director Kiel to be a signor on all three bank accounts. Director Cook seconded. The motion passed unanimously.

Mr. Bean left the meeting at 12:26 p.m.

5. **APPROVAL OF MINUTES:** Director McClintock made a motion to approve the Regular Session Minutes and Executive Session Minutes of October 28, 2024. Director Ferguson seconded. The motion passed unanimously.

6. **REPORTS AND CORRESPONDENCE:**

- A. **Chair Report:** The Board tabled the chair report this meeting.

- Ms. Galgano presented the bookkeeping report and the District's financial position to the Board. Director McClintock motion to approve them as presented. Director Kiel seconded. The motion passed unanimously.

- 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 Cook seconded the motion. The motion passed unanimously and the Board moved into Executive Session at 12:41 p.m.

- The Board resumed the public session at 1:10 p.m.

7. **CALL TO 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 meeting date will be on December 27, 2024 at 10 a.m. via conference call.
9. **ADJOURNMENT:** There being no further discussion, Director Angeleri made a motion to adjourn. Director Cook seconded. The motion passed unanimously. The meeting was adjourned at 1:20 p.m.