

**Highland Pines Domestic Water Improvement District**

Municipal Accounts and Consulting, L.P.  
240 South Montezuma Street, Suite 202B  
Prescott, AZ 86303

**NOTICE OF MEETING  
October 18, 2021**

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in regular session on Monday, October 18, 2021, at 10:00 a.m. in the offices of Municipal Accounts and Consulting, L.P. Board Members may participate via teleconference. Members of the public may only participate via telephone conference. The Board may vote to go into executive session on any agenda item, pursuant to A.R.S. § 38-431.03(A)(3) for legal advice with the District’s attorney on matters as set forth in the Agenda.

**DUE TO COVID VIRUS CONCERNS, PARTICIPATION BY THE PUBLIC WILL BE LIMITED TO ATTENDANCE VIA TELECONFERENCE. THE PUBLIC TELECONFERENCE WILL BEGIN AT 10:00 A.M.**

**MEMBERS OF THE PUBLIC MAY JOIN THE TELECONFERENCE BY FOLLOWING THE INSTRUCTIONS BELOW:**

Instructions for joining the meeting via teleconference:

1. Dial 1 (978) 990-5000.
2. When prompted for the conference ID, enter 283052.
3. If you have difficulty accessing the teleconference, please call Municipal Accounts and Consulting at 928-800-5364.

**AGENDA**

- 1. CALL TO ORDER**
- 2. ROLL CALL OF BOARD MEMBERS**
- 3. REFLECTION**
- 4. APPROVAL OF MINUTES**
  - A. Regular Session of August 12, 2021.
  - B. Executive Session of August 12, 2021.

**5. CALL TO THE PUBLIC**

Consideration and discussion of comments and complaints from the public now or during topic related agenda item. Those wishing to address the Highland Pines Domestic Water Improvement District Board need not request permission in advance. The District Board is not permitted to discuss or take action on any item raised in the call to the public, unless the item is specifically noticed for discussion and legal action. However, individual Board members may be permitted to respond to criticism directed to them. Otherwise, the Board may direct that staff review the matter or that the matter be placed on a future agenda. The District Board cannot discuss or take legal action on any issue raised during the Call to the Public due to restrictions of the Open Meeting Law.

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**6. PRESENTATIONS/QUESTION AND ANSWER SESSIONS/BUSINESS**

- A. GIS Update and Modeling by Dave Dirren and/or Jarom Hlebasko, Sunrise Engineering.**
- B. Discussion and possible action re: GIS and Modeling.**
- C. HPDWID Water Line System Update including Water Meters, Pipe Maintenance Methodology (Leak/Pipe Assessment, Air Pressure Valves, Pressure Release Valves) by Mike Young, Fann Environmental.**
- D. Discussion and possible action re: Water line system including water meters and water pipe maintenance.**

**7. REPORTS AND CORRESPONDENCE**

- A. Chair Report – Celia Carr**
  - 1. August/September Fann Monthly Operations Report
  - 2. Update on HPDWID Pump House Remediation and Planning
  - 3. Update on Fann Environmental Contract
  - 4. Update on Main Water Line/Madizell Infrastructure Project, Contract, Steps and Construction Schedule – Dave Dirren
  - 5. Update on ARPA Funds Request – Sandy McClintock
  - 6. Skibiski Update – Sandy McClintock
  - 7. Whispering Pines Annexation Inquiry
- B. Administrative Report – Natalie Galgano-Pinkley**
  - 1. Discussion and possible action re: August/September 2021 Bookkeeper Report/Financials/Cash Flow/Checks.
  - 2. Discussion and possible action re: Central Bank as HPDWID’s new depository bank for customer payments, including approval of Resolution authorizing new depository account at Central Bank and all other related documents necessary to complete the transfer.

**8. BUSINESS**

- A. Discussion and possible action re: Vacant Lot fees for Allen Miller (parcel 100-01-016, his backyard), his residence is at 615 N. Skyline (Parcel 100-03-017). There are also two lot slivers (parcels 100-01-157 and 100-01-157A).**
- B. Discussion and possible action re: Billing dispute (late fee) for William Floto and Postmark Prompt Payment Act.**
- C. Discussion and possible action re: HPDWID Election.**
- D. Discussion and possible action re: Pump House Remediation and Plans.**
- E. Discussion and possible action re: Main Water Line/Madizell Construction.**
- F. Discussion and possible action re: Two-meter boxes (one on Navajo and one on Smoki).**
- G. Discussion and possible action re: HPDWID Administrative and Emergency Manuals; Bylaws including Mission/Vision/Strategy.**

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**9. FUTURE MEETING DATES**

A. Date/Place/Time: The Highland Pines Domestic Water Improvement District Governing Board usually meets at 10:00 a.m. on the 2<sup>nd</sup> Thursday of the second month of every quarter. The HPDWID board meetings may be held remotely by conference call 978-990-5000, access code 283052 OR at Municipal Accounts and Consulting, 240 S. Montezuma, Suite 202B, Prescott, Arizona OR at the end of Rock Haven cul-de-sac (closest property address is 960 N. Rock Haven, Prescott) OR at the Prescott Public Library, 215 E. Goodwin Street, Prescott, Arizona.

**B. Upcoming Scheduled Meeting Dates:**

- 11/16/2021
- 2/10/2022
- 5/12/2022
- 6/9/2022 (Public Hearing, Budget/Rates/Fees/Ad Volarem Tax)
- 8/11/2022
- 11/10/2022

**10. ADJOURNMENT**

Notice of Meeting (Agenda) dated and posted 10/14/2021 at \_\_\_\_\_, local time by Sandy McClintock, Board member.

If any disabled person needs any type of accommodation, please notify the Highland Pines Domestic Water Improvement District at 928-800-5364 prior to the scheduled meeting time.