

Highland Pines Domestic Water Improvement District

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

**NOTICE OF MEETING
December 12, 2022**

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in regular session on Monday, December 12, 2022, at 10 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 MAY 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 Meeting of 10/17/2022
- 5. REPORTS AND CORRESPONDENCE**
 - A. Chair Report – Celia Carr
 1. October & November 2022 Fann MOR Reports
 - B. Administrative Report – Natalie Galgano-Pinkley
 1. Discussion and possible action re: October/November 2022 Bookkeeper Report/Financials.
- 6. 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.
- 7. BUSINESS**
 - A. Discussion and possible action re: HPDWID GIS System and Follow Up with Jarom Hlebasko and Dave Dirren.
 1. Angelo & Sandy evaluate maps in GIS; share with Jarom.
 2. Jarom prioritize “red” alerts.
 3. Obtain Pot Holing Quote from Dave Dirren.
 4. Board approve budget for additional GIS system work (pothole, EPA pipe requirements).

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- B.** Discussion and possible action re: HPDWID Main Water Line Construction Project.
- C.** Discussion and possible action re: Sunrise Survey/Legal Descriptions and Transmission Line Property Easement Legal Work.
- D.** Discussion and possible action re: HPDWID Water Tank Maintenance (vacuum & filters), Pump Failure Update/Replacements and Pump House Maintenance (Angelo)
- E.** Discussion and possible action re: Application/Ratification WIFA Loan Project Scope Change.
- F.** Discussion and possible action re: ARPA Award Updates (Natalie) and HPDWID Oversight Assignment and Project Manager Selection.
- G.** Discussion and possible action re: HPDWID Manuals (including but not limited to By-Laws and Rules of Procedure, Emergency Preparedness/Water Conservation, Policy and Procedures and Forms) and utilization of shared HPDWID Drop Box organizational drive.
- H.** Discussion and possible action re: Girl Scout Proportionate Share Payment of Main Water Line Construction Project Options and Updated 2021 Girl Scout Contract (Sandy).
- I.** Discussion and possible action re: Updating the Girl Scout monthly charge beginning December 2022.
- J.** Discussion and possible action re: HPDWID Pump House Remediation.
- K.** Discussion and possible action re: Annexation Requests.

8. FUTURE MEETING DATES

Date/Place/Time: The Highland Pines Domestic Water Improvement District Governing Board usually meets at 10:00 a.m. on the 2nd Monday of the month every other month beginning in February. The HPDWID board meetings will be held at Municipal Accounts and Consulting, 240 S. Montezuma, Suite 202B, Prescott, Arizona OR at the Prescott Public Library, 215 E. Goodwin Street, Prescott, Arizona or at the end of Rock Haven cul-de-sac (closest property address is 960 N. Rock Haven).

A. Upcoming Scheduled Meeting Dates:

- **2023 Meeting Dates (10 am to 12 noon).**
 - **2/13/23**
 - a. Annexation Request Parcel 100-01-146G
 - b. Update of ARPA Project
 - c. Approval of Bylaws/Rules of Procedure and Policies and Procedures
 - d. Decommission of 2021 Revised District Ordinance
 - e. Selection of 2023-2024 HPDWID Chair, Vice-Chair, Treasurer and Board Clerk.
 - **4/10/23 (Tentative Budget, Rates & Fees)**
 - **6/12/23 (Public Hearing and Special Meeting, 4:30 pm at Rock Haven)**
 - **8/14/23**
 - **10/9/23**
 - **12/11/23**

9. ADJOURNMENT

Notice of Meeting (Agenda) dated and posted 12/_____/2022 at _____, local time by Dave Cook, 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.