

Highland Pines Domestic Water Improvement District

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

**NOTICE OF MEETING
May 24, 2022**

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in regular session on Tuesday, May 24, 2022, at 1:00 p.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 April 7, 2022

- 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.

- 6. REPORTS AND CORRESPONDENCE**

A. Chair Report – Celia Carr

1. April 2022 Fann Monthly Operations Report
2. HPDWID Welcome Letter (Angelo Angerleri)
3. HPDWID Communication 4/16/2022 (Infrastructure and Pump Updates) on Facebook, Website and Water Bills
4. HPDWID Policy, Procedure, Operations, Emergency Reference Manual
5. ARPA Update
6. 2022 Elections

B. Administrative Report – Natalie Galgano-Pinkley

1. Discussion and possible action re: April 2022 Bookkeeper Report/Financials

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7. BUSINESS

- A. Discussion and possible action re: GIS System (upcoming training dates, editor/view attendees).
- B. Discussion and possible action re: Main Water Line/Madizell Construction Project Update, Change Orders, Utilization of HPDWID Water Via Fire Hydrant(s), Contractor Payment Process, Schedule, and Timeline – Dave Dirren (by conference call).
- C. Discussion and possible action re: HPDWID Water Line Easement (location: private properties between U.S. Forest Service and District Boundary at Arrowhead Drive).
- D. Discussion and possible action re: Sunrise Engineering Recording of Skibiski Property Survey.
- E. Discussion and possible action re: Annexation Policy.
- F. Discussion and possible action re: Girl Scout /Contract/Fees/Proportionate Share Payment Methods for Main Water Line Infrastructure Project.
- G. Discussion and possible action re: Vacant Lot Receivables Lien Procedure.
- H. Discussion and possible action re: HPDWID 2022-2023 Draft Budgets/Rates/Fees/Taxes.
- I. Discussion and possible action re: Annual Audit.
- J. Discussion and possible action re: HPDWID Insurance Policy.
- K. Discussion and possible action re: Pumps and Pump Station Updates/Proposal – Angelo Angeleri.
- L. Discussion and possible action re: Fire Hydrant Scope of Work – Angelo Angeleri.

8. 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 2nd 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. **Discussion and Action re: frequency/dates/times of future HPDWID Board meetings (2023).**
- C. Upcoming Scheduled Meeting Dates:
 - Friday, 6/10/2022 (Public Hearing, Budget/Rates/Fees/Ad Volarem Tax) at 4 PM at Rock Haven cul de sac in Highland Pines Subdivision, Prescott, Arizona.
 - Monday, 7/18/22 Policy and Procedure Manual Workshop #1 (9 a.m. to 3 p.m.) at 1305 N. Madizell Drive (Sandy McClintock residence).
 - Monday, 7/25/22 Policy and Procedure Manual Workshop #2 (9 a.m. to 3 p.m.) at 1305 N. Madizell Drive (Sandy McClintock residence).
 - Thursday, 8/11/2022 (Dave Dirren in person) at 10:00 a.m.
 - Thursday, 11/10/2022 at 10:00 a.m.

9. ADJOURNMENT

Notice of Meeting (Agenda) dated and posted 5/____/2022 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.