

NOTICE OF OPEN PUBLIC HEARING AND SPECIAL MEETING

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in Open Public Hearing and Special Meeting on June 10, 2022 at 4:00 PM at the end of Rock Haven cul-de-sac (closest property address is 960 N. Rock Haven). The purpose of the open public hearing is presentation and public review/comment on the proposed HPDWID FY2022/2023 budget including tax levy, rates and fees.

1. CALL TO ORDER

2. ROLL CALL OF BOARD MEMBERS

3. 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.

4. PUBLIC HEARINGS

- a. Open Public Hearing on FY 2022/2023 Rates and Fees
- b. Public Comment
- c. Close Public Hearing on FY 2022/2023 Rates and Fees
- d. Open Public Hearing on FY 2022/2023 Budget
- e. Public Comment
- f. Close Public Hearing on FY 2022/2023 Budget

5. SPECIAL MEETING

- a. Open Special Meeting
- b. Discussion and possible action re: approval of 5/24/2022 Meeting Minutes.
- c. Discussion and possible action re: FY 2022/2023 Final Rates & Fees and possible adoption of Resolution No. 2023-1 re: same.
- d. Discussion and possible action re: FY 2022/2023 Final Budget and possible adoption of Resolution No. 2023-2 re: same.
- e. Discussion and possible action re: Call of Election; Notice of Election.
- f. Discussion and possible action re: Development of HPDWID Policy/Procedure/Operations/Emergency/Reference Manual; Bylaws and Administrative Manual.
- g. Close Special Meeting

6. ADJOURNMENT

Notice Public Hearings dated and posted 6/___/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.

Highland Pines Domestic Water Improvement District

Rates & Fees Effective July 1, 2022

1 Residential Water Rates

	Rates through 30, 2022	June	Adopted Rates Effective July 1, 2022
Base User Fee	\$60.00		\$60.00
Vacant Lot Base User Fee	20.00		20.00
<u>Water Use Rates per 1,000 gallons:</u>			
For Gallons 1 - 2,000	13.16		13.16
For Gallons 2,001 – 4,000	19.75		19.75
For Gallons 4,001 – 6,000	27.37		27.37
For Gallons 6,001 – 8,000	41.06		41.06
For Gallons 8,001 – 10,000	51.33		51.33
For Gallons over 10,000	66.32		66.32

**No proposed raise.

2 Girl Scout Camp Water Rates

	Rates through 30, 2022	June	Adopted Rates Effective July 1, 2022
For all Water Used	Per Contract		Per Contract

**No proposed raise.

	Rates through 30, 2022	June	Adopted Rates Effective July 1, 2022
3 Bill Reprint	\$1.25		\$1.25
4 Duplicate Billing	\$5.00		\$5.00
5 Late Fee	\$5 per month + 1.5%		\$5 per month + 1.5%
6 Returned Check Fee	\$25.00		\$25.00
7 Past Due Notice	\$25.00		\$25.00
8 Shut-Off Door hanger	\$50.00		\$50.00
9 Delinquent Disconnection Fee	\$50/month		\$25/month
10 Reconnection Fee	\$500.00		\$250.00
11 Activation/Transfer Fee	\$200.00		\$200.00
12 Residential Permit Fee <i>(includes 5/8" meter install)</i>	\$4,000.00		\$4,000.00
13 Permit Application Fee	\$0.00		\$0.00
14 Commercial Permit Fee	As Calculated by City of Prescott		As Calculated by City of Prescott
15 City of Prescott Impact Fee	As Calculated by City of Prescott		As Calculated by City of Prescott
16 Copies	\$1 per page/ \$4 over 11x17		\$1.50 per page/ \$4 over 11x17
17 Flashdrive Copies	\$25 per drive and \$1 per page		\$45 per drive and \$1 per page
18 Historic Research	\$0.00		\$0.00
19 Ownership Research	\$0.00		\$0.00
20 Research (Historic, Ownership, etc).	\$165 per hour		\$165 per hour
21 Lien Notice Prior to Lien	\$85.00		\$85.00
22 Second Lien Notice	\$85.00		\$85.00
23 Lien Filing Fee <i>(includes release when paid in full)</i>	\$150.00		\$150.00
24 Service Calls	Actual costs as invoiced by contractor		Actual costs as invoiced by contractor
25 Annexation Fees	Cost determined on case by case basis		Cost determined on case by case basis

Draft Budget for FYE 6/30/2023

Property Taxes at \$2.50 rate (down from \$2.7677) with Higher Property Values

	Actuals FYE 6/2021	Adopted Budget FYE 6/2022	9 Month Actuals FYE 6/2021	12 Month Estimate FYE 6/2021	Draft Budget FYE 6/2023
System Income					
14105 · Water - Customer Base User Fee	\$214,049	\$257,224	\$201,635	\$268,846	\$267,889
Base User Fee Vacant Lots	0	14,400	0	0	14,400
14110 · Water - Customer Service Rev	115,464	115,748	77,554	103,405	108,575
14120 · Back Charges	71	0	0	0	0
14130 · Activate/Transfer Fee	3,030	2,500	2,800	3,600	3,500
14150 · Permit/Tap Connections	0	0	4,000	4,000	0
14140 · Connection Fees	500	0	0	0	0
14310 · Penalties & Interest	4,114	4,500	2,891	3,855	4,100
Total System Income	\$337,227	\$394,372	\$288,880	\$383,707	\$398,464
General Income					
14320 · Sales Tax - Water	\$7,345	\$0	\$4,982	\$6,642	\$6,700
14330 · Miscellaneous Income	192	240	119	159	240
14350 · Real Estate Tax Collections	251,274	261,689	197,091	261,689	302,626
14355 · Personal Prop Tax Collections	2	2	2	2	2
14365 · Interest Earned on Checking	148	155	137	183	155
14366 · Interest Earned on Warrant Act.	1,918	2,400	881	1,175	1,300
14370 · Interest Earned on Temp. Invest	687	800	481	642	700
Total General Income	\$261,566	\$265,286	\$203,693	\$270,491	\$311,723
Total District Income	\$598,793	\$659,658	\$492,573	\$654,198	\$710,187
Debt Service Expense - Paid with System Income					
16631 · 2012 Loan Principal	\$28,881	\$28,881	\$22,163	\$28,881	\$28,881
16632 · 2012 Loan Interest	4,192	4,192	2,929	4,192	4,192
16633 · 2009 Loan Principal	6,855	6,855	5,276	6,855	6,855
16640 · 2021 Loan Principal	0	68,359	33,380	53,348	132,204
16641 · 2021 Loan Interest	0	4,965	0	0	2,299
16638 · Transmission Line Loan Expenses	11,695	0	500	500	0
16635 · WIFA R&R Reserve Fund 2009	1,757	1,757	1,757	1,757	1,757
16636 · WIFA R&R Reserve Fund 2012	7,869	7,869	7,869	7,869	7,869
16641 · WIFA R&R Reserve Fund 2021	0	22,420	9,342	14,947	22,420
16637 · WIFA Loan Admin Fees	7,518	38,015	5,217	7,533	38,015
Total Debt Service Expense	\$68,767	\$183,312	\$88,432	\$125,881	\$244,492
General Operating Expense					
Maintenance & Repair Expense					
16105 · Operations - Water	\$32,520	\$33,820	\$24,930	\$33,816	\$33,820
16106 · Operations - Water Additional	5,928	7,500	13,350	17,800	25,000
16107 · Operations Equip & Supplies	3,876	5,500	1,477	4,000	3,000
16120 · Maintenance & Repairs - Roads	0	2,500	7,774	7,774	5,000
16165 · Propane/Gas Expense	51	100	240	250	250
16230 · Maintenance & Repairs-Structure	825	1,500	5,533	5,533	3,000
16310 · Line, Meter & Valve Replacement	0	4,000	8,131	10,841	15,000
16350 · Engineering Fees	116	5,000	465	500	5,000
16351 · Engineering Fees - GIS System	0	43,500	24,905	43,500	5,000
Maintenance & Repair Expense	43,317	103,420	86,805	124,014	95,070
Administration Expense					
16115 · Administrative Fees	\$48,517	\$50,000	\$40,819	\$54,426	\$55,000
16116 · Admin - Activation Fees	1,224	1,250	964	1,285	1,250
16117 · Admin - Addtl Services	75	0	0	0	0
16118 · Admin - Collection Fees	757	925	268	357	600
16170 · Consumer Confidence Report	0	1,320	0	1,320	1,320
16250 · Registrations & Blue Stake	363	750	154	300	500
16260 · Online Payment Processing	380	500	235	313	400
16380 · Permit Expense	291	350	318	318	350
16390 · Telephone Expense	663	700	498	664	700
16330 · Legal Fees	46,573	45,000	16,208	21,208	25,000
16370 · Election Expense	0	500	193	1,850	1,000
16450 · Legal Notices & Other Publ.	243	400	0	300	400
16455 · Newsletter Expense	0	360	269	360	360
16460 · Printing & Office Supplies	1,475	1,200	591	788	1,000
16465 · Website Expense	142	300	110	250	300
16520 · Postage	270	400	125	167	250
16530 · Insurance & Surety Bond	6,405	6,500	72	7,040	7,100
16580 · Bank Service Charge	79	35	508	668	1,000
16600 · Director Fees of Office	4,725	4,500	1,725	2,475	4,500
16610 · Reimbursements	412	0	710	1,000	1,500
Administration Expense	112,594	114,990	63,766	94,088	102,530

Draft Budget for FYE 6/30/2023

Property Taxes at \$2.50 rate (down from \$2.7677) with Higher Property Values

	Actuals FYE 6/2021	Adopted Budget FYE 6/2022	9 Month Actuals FYE 6/2021	12 Month Estimate FYE 6/2021	Draft Budget FYE 6/2023
Water Expense					
16125 · Purchase Water - City Prescott	\$87,340	\$84,600	\$68,928	\$91,904	\$94,700
16150 · Laboratory Expense - Water	862	1,450	647	1,000	1,450
16160 · Electricity Expense	12,818	14,000	10,493	13,990	14,100
16570 · Sales Tax Expense	7,444	0	5,559	6,642	6,700
Water Expense	108,465	100,050	85,627	113,537	116,950
Miscellaneous Expense					
16550 · Rural Water Association Fees	\$323	\$400	\$150	\$270	\$400
16560 · Miscellaneous Expense	979	500	378	504	500
16575 · Account Write Off	10,736	0	0	0	0
Miscellaneous Expense	12,037	900	528	774	900
Total Expense	\$345,179	\$502,672	\$325,158	\$458,293	\$559,942
Operating Surplus/(Deficit)	\$253,614	\$156,986	\$167,415	\$195,905	\$150,246
Other Income					
14901 · Use of Prior Year Surplus	\$0	\$111,606	\$0	\$0	\$344,754
14410 · WIFA Loan Proceeds	0	0	762,765	1,237,941	1,197,578
Total Other Income	\$0	\$111,606	\$762,765	\$1,237,941	\$1,542,332
Other Expenses					
16700 · Contingency Expense	\$0	\$0	\$0	\$0	\$20,000
17005 · Tank Replacement (2)	0	21,000	0	0	400,000
17015 · Easement Survey	0	10,000	0	0	25,000
17020 · Pump Replacement	0	0	0	0	50,000
17010 · Transmission Project	23,696	237,592	11,290	15,000	0
17012 · WIFA Distrib. Transmission Line	0	0	1,237,941	1,237,941	1,197,578
Total Other Expenses	\$23,696	\$268,592	\$1,249,231	\$1,252,941	\$1,692,578
Net Operating Surplus/(Deficit)	\$229,918	\$0	(\$319,051)	\$180,905	(\$0)