

**Highland Pines Domestic Water Improvement District**

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

**NOTICE OF MEETING/MANUAL WORKSHOP  
August 15, 2022**

The Governing Board of the Highland Pines Domestic Water Improvement District will meet in regular session on Monday, August 15, 2022, from 12 noon to 5 p.m. at 1305 N. Madizell. 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 12:00 NOON.**

**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 7/18/2022.
- B. Executive Session Meeting of 7/18/2022.

**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. BUSINESS**

- A. Discussion and possible action re: Madizell/Main Water Line Construction Project including Plaque Installation.
- B. Discussion and possible action re: Pump House Water Damage.
- C. Discussion and possible action re: ARPA Award Updates/Requirements.
- D. Discussion and possible action re: Request to Board of Supervisors to cancel 11/8/22 Election of two HPDWID Board members.
- E. Discussion and possible action re: HPDWID Newsletter Items (Budget/Fees, Construction Update, Pump Updates, Shut off and Pressure Relief Valve Responsibilities, ARPA Funding, Fire Hydrant Scope of Work, Pump House Remediation).

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- F. 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).

### 7. 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:

- **Tuesday, 8/16/2022** District Business Meeting and Manual Workshop (including but not limited to By-Laws and Rules of Procedure, Emergency Preparedness/Water Conservation, Policy and Procedures and Forms) from 12 noon to 5 p.m. at 1305 N. Madizell Drive.
- **Tuesday, 9/27/2022** (GIS Editor (Angelo Angeleri and Poppy Keegan) and Viewer (Celia Carr, Patti Ferguson and Dave Cook) training – EDUCATIONAL MEETING ONLY (1-3 p.m.) at 240 S. Montezuma, Suite 202B, Prescott.
- **Monday, 10/17/2022 (10 am to 12 noon).**

#### Tentative agenda topics:

- Approval of 8/15/2022 and 8/16/2022 Meeting Minutes
  - Fann and Bookkeeper Monthly Reports
  - Adoption of HPDWID Bylaws/Rules of Procedure & Policy/Procedure Manual
  - Decommission of HPDWID 2021 District Ordinance
  - Madizell/Main Water Line Construction Project Update
  - HPDWID Water Line Easement Update
  - Posting Annexation Policy Discussion
  - 2021 Girl Scout Contract/Proportionate Share Payment of Main Water Line Infrastructure Project (Sandy McClintock) Proposal
  - Pump Station Proposal (Angelo Angeleri)
  - Fire Hydrant Scope of Work Proposal (Angelo Angeleri)
  - Pump House Construction Work Reimbursement for Labor Costs (Greg McClintock)
- **Monday, 12/12/2022 (10 am to 12 noon).**
  - **2023 Meeting Dates (10 am to 12 noon).**
    - **2/13/23**
    - **4/10/23 (Tentative Budget, Rates & Fees)**
    - **6/12/23 (Public Hearing and Special Meeting, 4:30 pm to 6 pm at Rock Haven)**
    - **8/14/23**
    - **10/9/23**
    - **12/11/23**

### 8. ADJOURNMENT

Notice of Meeting (Agenda) dated and posted 8/\_\_\_\_\_/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.