

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT
GOVERNING BOARD MEETING
AUGUST 19, 2024
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Board Chair Angeleri called the meeting to order at approximately 10:00 a.m. The meeting was conducted in person with a telephone conference option – with all attendees calling into the conference call.
2. **ROLL CALL OF BOARD MEMBERS:**

Angelo Angeleri, Board Chair – Present
Sandra McClintock, Vice Chair – Present
David Cook, Board Member – Present
Patti Ferguson, Board Member – Present
William Kiel, Board Member – Present

All of whom were present thus constituting a quorum.

Also attending the meeting was Elizabeth Riopel and Arleste Pietrofeso of Municipal Accounts & Consulting, LP (“MAC”); Bill Whittington and Devon White of Boyle, Pecharich, Cline, Whittington & Stallings, P.L.L.C. The conference call line was open for the entire board meeting.

3. **REFLECTION:** Board Chair Angeleri provided a reflection for today’s meeting.
4. **APPROVAL OF MINUTES:** Director McClintock made a motion to approve the Regular Session Minutes of August 7, 2024, with corrections to include the Special Session Minutes in the Board’s approval of minutes and to change the spelling of the word “re-grated” to “re-graded” in Topic 6B, and to approve the Executive Session Minutes of August 7, 2024, with one correction to change “Mr. Devon” to “Mr. White”. Director Kiel seconded. The motion passed unanimously.
5. **REPORTS AND CORRESPONDENCE:**

- A. **Chair Report:** Director Angeleri reviewed the Board Packet procedure and updates. He wanted to research switching to Zoom as a teleconference option in order to share his screen during District meetings while keeping the line open for public comment.

He discussed an upcoming inspection to be completed by Fann. The ADEQ/ADWR requires a lead and copper inventory of the entire district.

He noted on the June Operating Report a possible water meter installation for 5710 Oak Cove. Fann and Director Angeleri will do research on the waterline. He will call Fann and schedule a meeting on the property.

Fann provided a fire hydrant report showing consistent pressure from the last test conducted in 2023. Director Angeleri thinks there is a good amount of data to update the existing model. A year’s worth of data was passed on to Sunrise Engineering for analysis. There were questions regarding the conversion factor of older meters. An action item was made to make a request to Fann to calculate the differences in meter reads from 2022 to the 2024. Mr. Whittington suggested the Board itemizes this topic on the next board meeting agenda for formal discussion.

A high-level schedule of project completion was sent to Yavapai County to provide them with a general understanding of dates and bids. A bid will be published August 26, 2024 and an awardee will be selected on October 4, 2024.

Yavapai County offered the District additional funding. Director McClintock suggested renovating the pump station with larger pumps. Director Angeleri noted Highland Pines scored the highest out of all of the candidates applying for ARPA funds. He congratulated the Board and the District for following standards and procedures set forth by Yavapai County and for maintaining a culture of transparency and compliance that earned them this high rating and the possibility of additional funding.

Director Angeleri provided the Board with an updated ARPA schedule. Bids are due on September 25, 2024. He suggested the Board should meet in October to review the bid analysis. Mr. White has been reviewing the bid packets. Sunrise Engineering will draft a specification report and legal will confirm that their bid package is compliant with ARPA. Mr. White confirmed that Yavapai County would like their template strictly adhered to by the bidders.

- B. Co-Chair Report:** Director McClintock discussed 723 Valley View. She looked at the property and brought a map to the board meeting. They will not be able to lay down a pipeline through Wickliffe or White due to the ground quality. They will need to go down South Road to reach the property. Some asphalt will need to be cut on Valley View and the pipe must be on the side of the road away from 723 Valley View to avoid destabilizing the bank. There is no cost estimate at this time, however, this project is an emergency and must be completed before winter. Director McClintock made a motion to have Fann create a report of cost and schedules for placing a waterline from South Road to the Stapleton's property line. Mr. Whittington directed the Board to create a separate agenda item for approval of construction bids for this project at the next District meeting. Director Kiel seconded. The motion passed unanimously. A special meeting will be set aside to approve Fann's report of cost and schedules for the project. Director McClintock believes no action should be made by the Board until the Englester's take action.

Director Angeleri updated the Board on the status of the District's audit. The Board needs to make changes to procedures in order to correct incidents found in the audit. There is an open issue regarding conversations with WIFA and the District's valuation before the project, its cost basis, and its valuation after the project. The District lacks certain historical records so a special appraisal is required. They are nearing completion of the audit.

Director McClintock incorporated auditor language into Policy and Procedures Revision 3. Director McClintock made a motion to approve Policy and Procedures Revision 3. Director Ferguson seconded. The motion pass unanimously. Mr. Whittington will provide changes for Revision 4.

6. BUSINESS

- A. Discussion and possible action regarding Geotechnical Services:** Terrain Engineering Services will conduct a geo-technical exploration of where the tank is supposed to be located. Director Cook motioned to pay for their services in the amount of \$3,400. Director McClintock seconded. The motion passed unanimously.
- B. Discussion and possible action regarding Tank Replacement Project:** Director McClintock made a motion to approve, upon legal review and approval, the bid package to be published and signed by the Board Chair. Director Cook seconded. The motion passed unanimously.
- C. Discussion and possible actions regarding Fann Environmental Renewal Contract:** Director Angeleri will send the existing contract with Fann to the Board for review. He requests the Board to provide feedback prior to the next District meeting.

D. Discussion and possible actions regarding RWAAZ Training Classes and Fall Conference: Board members will receive discounts to attend the conference. Mr. Whittington and Mr. White may be attending as well. The RWAAZ annual membership fee is \$75 per board member and the conference is free if the Board are members. The conference will take place October 21st and October 22nd. Director McClintock made a motion to join RWAAZ. Director Cook seconded the motion. The motion passed unanimously.

E. Discussion and possible actions regarding Board Member Roles and Responsibilities: Director Angeleri discussed with Mr. Whittington and Mr. White about a high-level, general overview of Board responsibilities. He encourages the Board to review these roles and responsibilities to avoid mission drift.

F. Discussion and possible actions regarding Services Required to Meet Future HPDWID Demands: Director Angeleri would like to find an efficient way to take care of lot issues and the current backorder of requests. He would like to segregate services provided by Sunrise to streamline regular and ordinary repairs and resulting bids. He thinks Sunrise should focus more on oversight. Director Angeleri would like to be able to call someone, prepare a bid, and go complete the repair in a timely manner. He discussed creating a role for bid services in which someone can sort through bids and find the right contractor for the right price. Director Kiel volunteered to research the Yavapai Contractors Association. He tabled the discussion until the next District meeting.

7. CALL TO THE PUBLIC: A call to the public was made for comments relating to District matters. There was no public comment.

8. FUTURE MEETING DATES: The next Board meeting is set for October 1st at 10:00 a.m.

The Board will meet via telephone on September 3rd for a single-topic discussion regarding 723 Valley View. Director McClintock will take minutes.

The next District meeting dates are as follows: October 28th and December 16th.

9. ADJOURNMENT: There being no further discussion, Director McClintock made a motion to adjourn. Director Cook seconded. The motion passed unanimously. The meeting was adjourned at 12:38 p.m.