

**HIGHLAND PINES DOMESTIC WATER IMPROVEMENT DISTRICT  
GOVERNING BOARD MEETING  
OCTOBER 20, 2025  
PUBLIC SESSION MINUTES**

1. **CALL TO ORDER:** Director McClintock called the meeting to order at approximately 10:03 a.m. The meeting was conducted in person with a telephone conference option.

2. **ROLL CALL OF BOARD MEMBERS:**

Sandra McClintock, Board Chair – Present  
Kent Eaton, Board Member – Present  
Carlos Padilla, Board Member – Present  
Patti Ferguson, Board Member – Present  
William Kiel, Board Member – Absent

All of whom were present, except Mr. Kiel, thus constituting a quorum.

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

3. **APPROVAL OF MINUTES:** Director McClintock motioned to approve the Regular Session Meeting Minutes from August 25, 2025 with one change and the Executive Session Meeting Minutes from August 25, 2025. Director Padilla seconded. The motion passed unanimously.

4. **BUSINESS**

A. **Bookkeeper’s Report:** Ms. Riopel presented the bookkeeping report and the District’s financial position to the Board. Director McClintock motioned to approve them as presented. Director Padilla seconded. The motion passed unanimously.

B. **Board Chairman’s Report:** Director McClintock presented the Board with a written opinion from legal counsel regarding the annexation request. She asked the Board to review the written opinion and then discuss at the December Board meeting.

Director McClintock updated the Board on a number of leaks that were reported last month. There was one leak on Skyline Drive due to a garbage truck hitting a valve. There was another leak on personal property. Both leaks have been fixed. The leak on Smoki Drive will be fixed soon. Robb from Fann Environmental asked Director McClintock to review all the fire hydrants for bollards that protect from cars driving in icy conditions.

C. **Discussion and possible action regarding delinquent customers:** One customer refused to pay her bill. She requested several pieces of information from the District to justify the charges. Director McClintock responded to her to say she will hear from the District’s legal counsel. Mr. White contacted her on behalf of the District and asked to speak with her from an education standpoint. She refused to speak to Mr. White due to wanting a written record of all communication with the District. Most of the documentation she requested is public and readily available online. She must pay the District for paper copies. There was some discussion by the Board about her history owning the property. She had communicated to the Board in 2022. Director McClintock would like to put a lien on the property. She owes the District approximately \$1,200. Further discussion of this matter will be deferred to Executive Session.

- D. Update and possible action regarding Valley View:** The project was completed and the Board expressed gratitude and admiration of a job well done by the contractor involved. A bill was sent by the County to the District's bookkeeper to pay for chip sealing the road. Director Ferguson said the Board should make a note for future members to use this company again as they are a reliable vendor.
- E. Update and possible action regarding Lower Water Tank:** The Board discussed the status of the project as pending APS permit submittal. They agreed that the concrete pad looked nice.
- F. Discussion and possible action regarding a property within the District with no meter and appears to have an underground water storage tank:** Director McClintock discovered a property within the District that does not have a meter but might use an underground water tank to avoid paying the District for water. The Board discussed the legality of this and confirmed that all residents within the District are required by law to buy water from the District due to the Intergovernmental Agreement (IGA) with the City of Prescott. The City of Prescott could take punitive action against the District if it is found to be in violation of the agreement. The underground water tank was seen at a distance during a walkthrough of the Stapleton's property. Robb from Fann Environmental would confirm the existence of the water tank by going onto the property. Mr. White suggested opening a dialog with the property owner before sending Fann. The Board discussed the District's current policies and procedures pertaining to this type of issue. They agreed to start an informal dialog with the property owner to see what information is freely given before escalating action to resolve this issue. Director McClintock volunteered to go with Robb to knock on their door.
- G. Discussion and possible action regarding policy and procedural manual; updated procurement policy:** The Board tabled this discussion until the December meeting.

Director Ferguson made a motion to go into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for legal advice regarding delinquent customers. Director Padilla seconded this motion. This motion passed unanimously and the District moved into Executive Session at 11:04 a.m.

The Board resumed the public session at 11:15 a.m.

Director McClintock made a motion to authorize Municipal Accounts & Consulting to coordinate with legal counsel on liens against delinquent customers. In addition, the Board will amend the policy manual to lien if the customer is in arrears 6 months or more and at least \$1,000 delinquent. Director Ferguson seconded. The motion passed unanimously.

- 5. CALL TO PUBLIC:** A call to the public was made for comments relating to District matters. Tim Donaldson and his attorney, Andre Carman, requested to discuss the annexation matter with the Board. Director McClintock said the Board received a written opinion of legal counsel that the Board would like to review and postpone discussion until the December meeting. She let them know that legal counsel is still waiting for clarification from the City of Prescott since one of the requirements for annexation is confusing. The Board did not receive all the information needed to make an appropriated decision. Mr. Donaldson asked the Board if there was anything he could do to expedite his request. He offered his assistance at any time to help further this along. Director McClintock replied the District does not currently need his help.

**FUTURE MEETING DATES:** The next regular session meeting date will be on December 15<sup>th</sup> at 10:00 a.m. at MAC offices on 125 N. Granite St.

6. **ADJOURNMENT:** There being no further discussion, Director McClintock motioned to adjourn the meeting. Director Padilla seconded. The motion passed unanimously and the meeting was adjourned at 11:31 a.m.