

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
November 20, 2013 – 1:00 p.m. at
Improvement District Services, Inc., 1965 Commerce Center Circle, Suite A, Prescott, Arizona

District Board Meeting Guidelines: The meeting will be held in accordance with A.R.S. Title 38 Open Meeting Laws. Board and attendees participation shall be civil and courteous. Any disruptive behavior could result in removal from the meeting. Comments and questions from the public shall be called upon by the Board Chairman, and shall begin with stating and spelling of the speaker's name and address. All comments and questions shall be directed to the Board Chairperson. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Jennifer Bartos, Improvement District Services, Inc. at (928) 443-9484. Requests should be made as early as possible to allow time to arrange the accommodation. Requests for copies of Board Meeting minutes or other District documents, inquiries, or complaints should be submitted in writing to: Improvement District Services, Inc., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301.

Call to Order – Julie Holst, Terry Ferris, Jim Kullas, Andrea Mercado present.

Also present and participating in the meeting were: Gary Roysdon, property owner; Mike Young, Fann Environmental, Operations; Jennifer Bartos, District Clerk/Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Jerry Woodward and Cindy Schafer, property owners.

1. Discussion and possible action to appoint Gary Roysdon to the open position on the Board of Directors.
Motion: made by Vice-Chair Kullas to appoint Gary Roysdon to the open position on the Board of Directors, second by Director Ferris.
Unanimous Approval
2. Discussion and possible action regarding the status of the final closing of the WIFA loan.
Karen said we have received nothing from Tim Robbins yet. She said that WIFA informed her that the District has three years to make a final draw.
No action taken.
3. Discussion and possible action to approve a Call of Election for two positions on the Board of Directors, election to be held in March 2014.
Motion: made by Vice-Chair Kullas to approve the Call of Election for two positions in the March 2014 election, second by Director Mercado.
Unanimous Approval
4. Discussion and possible action to approve a contract with the Yavapai County Elections Department for election services.
Motion: made by Vice-Chair Kullas to approve the contract with Yavapai County Elections, second by Director Mercado.
Unanimous Approval
5. Discussion and possible action regarding a request by Don Kodl for reimbursement of a portion of the February 2013 water bill.
Jennifer was requested to contact Mr. Kodl and ask him for better explanation, written by him with specific dates.
No action taken
6. Discussion and possible action regarding previous District issues:
Fann will check to see what meters are in the most need for insulating. Mike will look into the telemetry issue.
 - a. Update – Line relocation on Cocopah/Fiske;
Mike Young, with Fann Environmental, told the Board that their estimate for raising five valves and installing 150' of service line would be \$6,867.70.
Motion: made by Vice-Chair Kullas to approve the proposal from Fann Environmental for the line relocation on the Fiske Property and raising valves on Sunrise, Arrowhead and Smoki, second by Director Roysdon.
4 votes, Ferris abstained

- b. Update on Ferris annexation;
Chairperson Holst said she spoke with Leslie Graser at the City of Prescott, asking the City to separate the annexation issue from the buy-in fee issue. Ms. Graser said she submitted the annexation request to the water advisory committee and it has been approved; now it must go before the City Council in December. No word yet, from the City regarding buy-in fee.
 - c. Update on line break Fitch/Turkey Run;
Jennifer was asked to re-mail the original letter. Also, that the Board reviewed this matter again and is still in the position that the line must be covered property. The current cover is not adequate and if damage occurs the property owner will be responsible for the cost of repairs and any lost water. The District will proceed to complete the repair and bill the customer for the cost. It is critical that this line be covered to an adequate depth. The customer should be notified that his removal of the material is a hazard to the welfare of the line. The District will place additional material back on the location and it is imperative the this material not be disturbed. The customer should be notified of the repair schedule.
 - d. Letter from Attorney regarding Transaction Privilege Tax;
Nothing further has been received from the District's attorney.
 - e. Two line breaks;
Both lines were repaired promptly.
 - f. Super Seal project;
Done
7. Discussion and possible action regarding Committee Reports:
- a. Capital Improvement Project 2013 Phase VI;
This project is done.
 - b. City of Prescott Fee Collection;
No contact from the City.
 - c. Review of bids for Rock Cove;
 - d. Raising of valves on Arrowhead, Smoki and Hillside
No action taken
8. Discussion and possible action regarding administrative issues with Improvement District Services, Inc., to include:
- a. Discussion and possible action regarding September water bills;
 - b. Disposition of cell phone, two post office boxes, telephone number and email address;
 - c. Bank accounts, WIFA loan withdrawal fund and spending options for Board Members;
 - d. Offering eBill and/or ePay;
Motion: made by Director Royson to approve eBill and ePay, second by Vice-Chair Kullas.
Unanimous Approval
 - e. Absentee rates and turn-off upon request;
Absentee rates apply only to locked meters with zero usage. There is a charge to turn on and off the meter.
 - f. Approve the warrants since October 1, 2013.
Table to next meeting
9. Discussion and possible action to approve meeting minutes of September 26, 2013.
Motion: made by Vice-Chair Kullas to approve the minutes, second by Director Roysdon.
Unanimous Approval

Public Comment Period: The public will be given the opportunity to comment to the Board of Directors on non-agenda item issues pertaining to the District. This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Two minutes will be allowed for each speaker.

Jerry Woodward, has corrections to minutes of early meeting. Mr. Woodward also said that Robins, on Feb. 2008, did a general analysis of the District.