

Meeting Minutes  
Board of Directors of  
The Highland Pines Domestic Water Improvement District  
January 15, 2014 – 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, Andrea Mercado, Jim Kullas, Terry Ferris and Gary Roysdon present.

Also present and participating in the meeting were: Jim Muylle, Fann Environmental, Operations; Jennifer Bartos, District Clerk/Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Jerry Woodward, Joe and Cindy Schafer, Highland Pines property owners; Kurt Wetzstein, Forest Service

1. Discussion and possible action to appoint Gary Roysdon and Julie Holst to the two positions on the Board of Directors that were open for election in March 2014.  
Motion: made by Director Ferris to appoint Gary Roysdon and Julie Holst to the Board of Directors, second by Vice-Chairman Kullas.  
Unanimous Approval
2. Discussion and possible action regarding future meeting dates.  
The next meeting will be March 19.
3. Discussion and possible action regarding a request by Don Kodl for reimbursement of a portion of the February 2013 water bill.  
Jennifer presented the Board with a letter from Mr. Kodl, explaining the facts of the incident, along with a sample of the debris removed from his water faucets. It was discussed that District contractors were on site working during that period. It was determined that the probability is high that the work performed caused the meter to not shut off all the way and discharge material in the line. Mr. Kodl lost a considerable amount of water due to this problem. It was noted that the workmen are no longer affiliated with the District.  
Motion: made by Director Roysdon to give Mr. Kodl relief, second by Director Ferris.  
Four – Yes / One – Nay, Mercado  
Motion: made by Director Roysdon to credit Mr. Kodl in the amount of \$1,883.00, second by Vice-Chairman Kullas.  
Four – Yes / One – Nay, Mercado
4. Discussion and possible action regarding:
  - a. Compiling District maps and blueprints;  
Cindy Shaffer said she has maps of the system. She said when the GIS map was done they tried to get everything on the map, but there are still modifications that need to be sent to Shepard-Wetnitzer for additions. Jerry Woodward said he has the as-built drawings of the transmission lines.  
The forest service needs to do some timber cutting between pump station #1 and #2. Jim said they have marked both sides of the trail. There is an issue of heavy trucks going over the water mainline, which will be addressed by the Forest Service contractor.
  - b. One PRV needs serviced and a second needs located;  
Jim said they will wait until it gets warmer to try to locate the valve.
  - c. Dirt removal and care of water meters;  
It was discussed that because the District owns the water meter and discourages property owners from access to the meters, that the Fann Environmental staff will clean out the boxes.
  - d. Roof on supply storage housing.  
Terry Ferris, as the Fann Environmental employee, will repair the roof on the housing.  
Jim Muylle will prepare a new lead and copper plan.
5. Discussion and possible action regarding previous District issues:
  - a. Update – Line relocation on Cocopah/Fiske;  
Fann Environmental has repaired the line and have submitted an invoice. Mr. Fiske will be responsible for the cost incurred by district to bury the line.
  - b. Update on Ferris annexation;

- Communication received from the City of Prescott indicated that over the past year, little had been done on this annexation. Chairperson Holst will keep following up with the City. Director Ferris said it has been more than a year and he is tired of waiting.
- c. Update on line break Fitch/Turkey Run;  
Staff was asked to write a letter to Mr. Fitch regarding responsibility for cost incurred by district to bury water line.
  - d. Letter from Attorney regarding Transaction Privilege Tax.  
Chairperson Holst said that a letter is going to the Department of Revenue for a test case, stating that special districts should not pay transaction privilege tax on water sales.
6. Discussion and possible action regarding Committee Reports:
- a. City of Prescott Fee Collection;
  - b. Raising of valves on Arrowhead, Smoki and Hillside  
These items will continue to be discussed.
7. Discussion and possible action regarding administrative issues with Improvement District Services, Inc., to include:
- a. Absentee rates and turn-off upon request;  
Motion: made by Vice-Chairman Kullas to no longer have an absentee rate and the District will no longer be responsible to shut off water meters, second by Director Roysdon.  
Unanimous Approval
  - b. Approve the warrants written since October 1, 2013.  
Motion: made by Vice-Chairman Kullas to approve the warrants written since October 1, 2013, second by Director Ferris.  
Unanimous Approval
- Jennifer told the Board that there are payroll and unemployment tax payments and reports that are due for the third and fourth quarters. She said that Karen will pull all of the payroll accounting information that is available from the previous administrators and the information will be given to an accountant to complete the forms. Karen told the Board that financial audits are due to WIFA for 2011/2012 & 2012/2013. She said that she will work with the same accountant that the District previously had contracted with.
8. Discussion and possible action to approve meeting minutes of November 20, 2013.  
Motion: made by Director Roysdon to approve the meeting minutes, second by Vice-Chairman Kullas  
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 asked what the cost was for the fire hydrant to be installed. He requested that the Board consider placing an item on the next agenda regarding how the bills are figured for the Girl Scout Camp.