

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
April 10, 2017, 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 - Jim Kullas, Celia Carr, Dave Bernard, Sandra McClintock, and Robert Hafen present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk, Improvement District Services, Inc.; Jerry Woodward, Highland Pines resident.

1. Discussion and possible action regarding an update on the GIS project with Granite Basin.
No updates were available. No discussion and no action taken.
2. Discussion and possible action regarding an update on the progress of the water tank repair and other operational issues.
Mike Young spoke to the Board telephonically. He will get a price for the District to bring in a temporary water tank while the tank is being repaired.
3. Discussion and possible action regarding charges for water used by the fire department.
The Board discussed the benefit of having fire protection in and around Highland Pines. It was decided to not bill the fire department for water used in fire protection.
4. Discussion and possible action regarding the Engineering proposals for Madizell and a possible WIFA grant/loan.
Jennifer Bartos told the Board that it will be a requirement to bid the engineering and construction of major projects. Jennifer was asked to find a boiler plate Request for Proposal form for the District to use. The potential project shall be called Madizell 2017 and the Transmission Line. Information was presented to the Board regarding a miscalculation in the WIFA loan fees which resulted in a credit being due to the District.
Motion: made by Director McClintock to notify WIFA that any over payment amounts should be credited to the principle, second by Director Carr.
Unanimous Approval
5. Discussion and possible action to adopt the Fiscal Year 2017/2018 Tentative Budget, rates and fees.
The proposed budget was reviewed. The Board will consider taking action to adopt the budget at the May 8 meeting.
6. Discussion and possible action regarding administrative issues to include:
 - a) Approve meeting minutes of February 13, 2017;
Motion: made by Director McClintock to approve the meeting minutes, second by Director Barnard.
Unanimous Approval
 - b) Approve warrants written in February through March 2017.

Motion: made by Director McClintock to approve the warrants, second by Director Barnard.
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 commented that the 2012 project was a County requirement.