

## Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
May 14, 2015 - 11:00 a.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 Barnard and Julie Holst present.

Also present and participating in the meeting: Jennifer Bartos and Diana King, District Administrators, Improvement District Services, Inc.; Mike Young and Jim Muylle, Fann Environmental, LLC., District Operations.

1. Discussion and possible action regarding the operation services tasks and the renewal or amendment of the operations contract with Fann Environmental.  
Chairman Kullas reviewed an invoice with the Fann representatives. It was confirmed that for service calls the following policy applies: the customer pays if the problem is on the customer's side of the meter. It was suggested that Director Carr publish this notice in the Forrester Newsletter and Jennifer publish on the website and voicemail.  
Director Carr said that there are considerable calls regarding incorrect meter reads. She suggested the calls go to Fann Environmental. Mike Young suggested that if Fann turns in an incorrect read, they should be penalized on a per issue basis. Diana suggested that all ADWR communication should go to Fann. Mike Young agreed and said he would contact ADWR. Mike requested a report from I.D.S. reports each month with the amount of water sold and the amount purchased from the City of Prescott.  
Jennifer was asked to create a contract amendment for Fann Environmental, renewing the contract for one year, with a year to year with mutual renewal, a 60-day cancellation clause and if an inaccurate meter read by Fann Environmental is reported on the meter read list then the monthly invoice to the District will be reduced by \$50.00 per issue.
2. Discussion and possible action regarding the administrative services tasks and an amendment to the contract for administrative services with Improvement District Services, Inc.  
Motion: made by Director Carr to approve a 5-year contract amendment effective July 1, 2015, base rate \$10.95 per customer per month, with a 2% annual increase, the new collection fees and a \$50.00 per issue charge for inaccurate meter reads by Fann Environmental, 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.

No public present