

Meeting Minutes

**Board of Directors of The Highland Pines Domestic Water Improvement District
July 13, 2017, 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 (11:03)– Jim Kullas, Celia Carr, Robert Hafen present. Absent. Also present and participating, Dave Dirren, Sunrise Engineering, Jennifer Bartos, District Clerk, Diana King & Dakota King, Improvement District Services.

1. Discussion and possible action regarding a future project to upgrade District water lines and, if applicable, obtain the services of Sunrise Engineering and a WIFA loan.
Director Kullas reviewed the project involving the approximate two mile, six-inch line that the District wishes to replace. Dave Dirren asked about the amount of the water loss that has occurred on the line, to which the Board responded that it was not possible to measure, however they estimated that it was between 15% and 25% of the total water. Director Kullas also stated that, because of the rough terrain surrounding the line, the cost may be increased. Dave stated that, regarding WIFA, if the project is considered "green", it is 100% funded and considered a grant. Otherwise, if the project is not "green", it would be granted as 60% of the amount by WIFA and 40% by the district. He stated that the grant period is currently open, but would only grant up to \$35,000 for planning and in-depth cost analysis, with the WIFA intent that the District would come back for a WIFA loan. Diana asked about the cost from Sunrise, and Dave Dirren stated that it would be \$900 for cost analysis and WIFA submittal, but would be refunded if the grant was awarded and the District chose to use Sunrise for the engineering of the project. Jennifer warned the Board that it would be highly unlikely that the \$35,000 max would pay for the necessary engineering study. It was noted that if the WIFA grant is awarded, the project would need to begin by April 2018. Dave Dirren noted that, if the Board does not get awarded the Green grant, they could put in a request that the Board would be willing to pay their 40% of the non-green grant. Director Hafen stated that the project would cost approximately \$1 million, and the Madizell portion would cost approximately \$500 thousand. Director Carr stated that she would prefer to do both projects at once, and stated that she would like to figure out how much the payments would be so as to not be stuck in debt. Dave Dirren stated that the grant must be used approximately within a year and a half, but the quicker it is used, the quicker the District can apply for the WIFA loan. Director Hafen stated the importance of fixing the line as soon as possible.

Motion: made by Director Carr to hire Sunrise Engineering for the WIFA grant application in the amount of \$900, second by Director Hafen. Unanimous Approval.

2. Discussion and possible action regarding administrative issues to include:
 - a) Approve meeting minutes of June 12, 2017;
Motion: made by Director Carr to approve the meeting minutes of June 12, 2017, second by Director Hafen. Unanimous Approval.
 - b) Approve checks written in May & June 2017.
Motion: made by Director Carr to approve checks written in May & June, 2017, second by Director Hafen. 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.