

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
August 24, 2015, 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, David Barnard and Julie Holst present. Celia Carr present telephonically.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Tom Liuzzo, Granite Basin Engineering; Jerry Woodward, Robert Hafen and Sandy McClintock, Highland Pines property owners.

1. Discussion and possible action regarding a GIS update project with Granite Basin Engineering.
Chairman Kullas said he felt the contract is vague on the tasks to be performed. Tom Liuzzo suggested doing a smaller section of the District as a pilot project.
Motion: made by Director Barnard to begin the tasks listed in year one of the contract on Madizell Drive as the pilot project and the first deliverable, second by Director Holst.
Unanimous Approval
2. Discussion and possible action regarding field operations, to include:
 - a) Monthly operations report by Fann Environmental.
Diana told the Board that she had Fann audit the meters and found 18 customers that were billed as gallons but should have been billed as cubic feet. She said the information that I.D.S. received on accounts and meters were in paper form from the previous administrator. Diana said that while looking for the possible problems in the consumption report she considered if this could be part or all of the problem.
No action taken
3. Discussion and possible action to accept Julie Holst's resignation from the Board of Directors.
Motion: made by Director Carr to accept Julie Holst's resignation, second by Director Barnard.
Unanimous Approval
4. Discussion and possible action to fill the open position on the Board of Directors.
Motion: made by Director Barnard to appoint Bob Hafen to the Board of Directors, second by Director Carr.
Unanimous Approval
Motion: made by Director Carr to appoint Sandy McClintock to the Board of Directors, second by Director Barnard.
Unanimous Approval
5. Discussion and possible action to approve the Call of Election for three positions on the Board of Directors at the March 8, 2016 election.
Motion: made by Director Barnard to approve the Call of Election, second by Director Holst.
Unanimous Approval
6. Discussion and possible action regarding administrative issues to include:
 - a) Delinquent accounts report;
No discussion
 - b) Consumption report;

Diana told the Board that with the corrected gallons to cubic foot meters there is a hope that the consumption report will be more accurate.

- c) District financials;
Diana reviewed the report with the Board.
- d) Emergency notifications;
Director Carr suggested posting a notice on the IDS website, IDS recorded message, a road sign, and mailing out a flyer as notification. Chairman Kullas suggested that this item be placed on the next agenda. He asked the Board to come back with more ideas.
- e) Approve meeting minutes of May 20 and June 22, 2015;
Motion: made by Director Carr to approve the meeting minutes, second by Director Barnard
Unanimous Approval
- f) Approve warrants written in May, June and July 2015.
Motion: made by Director Carr to approve the warrants written in May, June and July, 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 talked about the County damaging valves with snowplows.

Julie Holst said it has been a pleasure working with I.D.S. and the Board.