

## Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District  
November 14, 2016, 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 Director, 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, Robert Hafen, Sandra McClintock, and David Barnard present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk / Administrator, Diana King and Dakota King, Administrators, Improvement District Services, Inc.; Tom Liuzzo, Granite Creek Engineering; Jerry Woodward, Holly Bosch, and Linda Polachek, Highland Pines residents.

1. Discussion and possible action regarding an update on the GIS project with Granite Basin.  
Tom Liuzzo showed the Water System Atlas to Board Members. He stated that the presentation of this document signifies the end of Phase 1 of the GIS project. Chairman Kullas stated that the report does not need the owner names and mailing address. Director Carr suggested updating the owner names once a year. Diana King asked to add a column separating the meters that read per gallon and those that read per cubic meter. Jennifer Bartos recommended having a set of Water System Atlas plans at the lower tank site on Madizell. Three sets of the full size Water System Atlas are requested from Tom, for the lower tank site, for the I.D.S. office, and for Fann Environmental. Tom stated that Phase 2 of the project would be at the discretion of the Board. Chairman Kullas stated that a priority for the district would be replacing the main line from the master meter to Highland Pines, but it would cost the District a significant sum. Tom Liuzzo stated he would bring prices for the different types of pipes to provide an estimate for creating the main line. Director Carr stated she wanted Tom to bring the prices to discuss at the next meeting. Holly Bosch asked if the line has been evaluated, to which Tom responded that the lines could not be videoed due to ADEQ requirements. Director Carr pointed out that the previous meeting minutes discussed hiring a leak detection firm, and Chairman Kullas pointed out this action was not undertaken because the numbers were run between himself and Jennifer.
2. Discussion and possible action regarding a request from Darren Tosetto for relief of a large bill due to a water leak.  
Chairman Kullas suggested creating a payment schedule.  
Motion: made by Director McClintock to deny the request, second by Director Barnard.  
Unanimous Approval
3. Discussion and possible action regarding administrative issues:  
Direction to staff was to replace the wood fence with chain link between the District's property at 901 N. Madizell Drive and the Lemme property at 925 N. Madizell Drive.

Diana King presented a letter from Highland Pines customer Linda Polachek. Diana stated that there had been a title request sent and completed in July, and received a closing check on August 9<sup>th</sup>. Mrs. Polachek stated that she had moved in July 1<sup>st</sup>, and that the title check was sent soon after the title request was completed. She stated that Highland Pines had adequate

knowledge to change the customer info into her name. She stated that had she known about the bill, she would have paid it and fixed the leak. She asked for a credit of approximately \$300.

Diana responded to Mrs. Polachek's comments that, when she called, Diana notified her that the account would not be transferred until the deed was received from the title company. Diana suggested that Linda take the amount she asked for from her title company. Director Hafen stated that not only is this not the districts problem, but they do not want to set a precedent for such cases in the future. Staff was directed to not pursue this further.

- a) Meeting dates for 2017;  
Meetings dates were established as the second Monday of the second month of every quarter (the next meeting being February 13), and an additional meeting to discuss the FY 17/18 budget will be scheduled at a later date.
- b) OneAZ Credit Union;  
Jennifer stated the benefits of OneAZ with other districts and how it can help the customers of Highland Pines.  
Motion: made by Director McClintock to replace the Chase bank account with an account with OneAZ Credit Union with Jennifer Bartos and Diana King as approved signers, second by Director Carr.  
Unanimous Approval
- c) Approve meeting minutes of August 8, 2016;  
Motion: made by Director McClintock to approve the meeting minutes of August 8, 2016, second by Director Hafen.  
Unanimous Approval.
- d) Approve warrants written in August through October 2016.  
Motion: made by Director McClintock to approve the warrant written in August through October, second by Director Carr.  
Unanimous Approval.

Jennifer discussed the moving of money for the WIFA fund. She said that WIFA is requesting there be two reserve funds established, one for repair and one for a payment reserve.

**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.

Holly Bosch asked about the progress for looking at the billing for the Girl Scout camp.

Jerry Woodward repeated the comment made at the last meeting, stating that a previous board in 1998-1999 had put in a meter across the street from Brain's Manor to begin taking reads for the Girl Scouts and master meter to figure out the water loss. According to Jerry, the meter with two heads still exists. He stated that the loss was about 4%. He suggested fixing the meter to figure out the water loss.