

Meeting Minutes

Board of Directors of The Highland Pines Domestic Water Improvement District
November 16, 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, Celia Carr, Sandra McClintock, Dave Barnard and Robert Hafen.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Jerry Woodward, Highland Pines property owner.

1. Discussion and possible action regarding a GIS update project with Granite Basin Engineering. The Board would like to see a timeline based on the approved portion of the project.
2. Discussion and possible action regarding field operations. Leaks, repairs and misreads were discussed.
3. Discussion and possible action regarding a possible repeater site on the water tank by Bolt Internet. No action taken.
4. Discussion and possible action regarding administrative issues to include:
Jennifer and Diana talked to the Board about rebates from the City for high efficiency fixtures. Jennifer will call the City to find out more about the program.
Jennifer and Diana discussed requirements for connection to the District water system. Director Barnard said he feels there should be no exceptions. Jennifer was asked to speak to the attorney about mandatory connections.
 - a) Delinquent accounts report;
Delinquent accounts were reviewed.
 - b) Consumption report;
Diana will email a better report.
 - c) District financials;
District financial reports were reviewed.
 - d) Emergency notifications;
Planned and emergency notifications were discussed. Directors Carr and McClintock will send out a survey to the customers.
 - e) Approve meeting minutes of August 24, 2015;
Motion: made by Director McClintock to approve the minutes, second by Director Carr
Unanimous Approval
 - f) Approve warrants written in August, September and October, 2015.
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 said he would tell the new Board members about the fees to the City of Prescott.