

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

Regular Meeting
Thursday, February 15, 2018 at 6:00 p.m.
PSWID Administrative Office
6306 W Hardscrabble Rd.
Pine, AZ 85544

1. CALL TO ORDER

Bob Arbuthnot called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Led by Bob Arbuthnot

3. ROLL CALL OF BOARD MEMBERS

Conducted by Bob Arbuthnot: Board members present: Tom Weeks, Forrest McCoy, Sharon Hillman, Bob Arbuthnot, Maher Hazine, and Larry Bagshaw. A quorum was present.

4. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETINGS:

January 18, 2018: Forrest McCoy moved that the minutes be approved. Maher Hazine seconded the motion. The motion was approved unanimously.

January 24, 2018: Greg Smith asked that in item 8III that instead of stating that he is an employee of EUSI, that he is a sub consultant of EUSI. Forrest McCoy moved that the minutes be approved with the change. Larry Bagshaw seconded the motion. The motion was approved unanimously.

February 6, 2018: Since the meeting was cancelled due to lack of a quorum, there were no minutes to approve.

5. REPORTS TO THE BOARD

- A.** Chairman's report– Bob Arbuthnot, Alan Kleinman, and Sharon Hillman had phone interviews with two candidates for the District Manager position. The board also interviewed the candidates in executive session. Mr. Catarino Esquivel was selected to fill the position. Residents in the Ponderosa Water System and property owners in Strawberry Creek Foothills were inquiring about water service. Bob approved the expenditure of \$1300 for a video of the Strawberry Hollow 3 well and approved a purchase order for Aero Drilling to rehab the Strawberry Hollow 3 well not to exceed \$10, 042.00. He also approved a purchase order for \$12,500 for a new Polaris to replace the old one. He also approved the expenditure of \$2,810.82 for a Tommy lift gate for one of the district's trucks. He also recommended the Support Services committee meet to issue an RFQ for an engineering firm. WIFA also requires signage for public information. EUSI is looking into this for us.
- B.** Treasurer's report – As posted to the website.
- C.** Secretary's report –Larry Bagshaw commented on an email received from Pam Mason regarding the board needing to use RFQs and better advertising methods to fill positions in the district.

- D. District Manager's Report** –Greg Smith has hired a new customer service rep that will start on 2/16/2018 and work part-time for a couple of weeks and then become a full time employee.

Greg Smith has had a total of 37 customer service issues that were referred to the District Manager for resolution since 3/16/17, and 36 of those have been closed. He is having back up alarms added to the district vehicles. The standby generators need new batteries and he is having staff do that. Some will also need new oil and filters which the staff can do.

6. CONSENT AGENDA None

7. CALL TO THE PUBLIC

None

8. OLD BUSINESS

- I. DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE STATUS, PRIORITIZATION, AND FUNDING OF CAPITAL PROJECTS.** Presented by Paul Hendricks, EUSI. The WIFA loan closed on Feb. 9, 2018. EUSI was retained as the Program Manager for the WIFA program on 1/18/2018. The district engineer, EPS, is working on the preliminary Engineering Report for the WIFA program. The district still has not received the final grant agreement for the Water/Energy Nexus Grant. Paul will be having weekly meetings on Thursday at 2:30 p.m. EPS will be designing the plans for the water main replacements as part of phase 2.1 of the WIFA program. With the board's approval the time line for those plans to be completed is 8 weeks. The Strawberry View I tank replacement will start after the preconstruction meeting is scheduled. The Circle Drive Water Main replacement will also start as soon as the contractor agrees to the latest Wage Determination. Buck Mountain will start on the Magnolia Ralls water main extension on March 12 and should have that done within two weeks. This has to be done before the Strawberry View I tank replacement starts. Also the 300K VFD installation will start on March 12. The video of the Strawberry Hollow 3 well is scheduled for 2/16 and then the well rehab will commence relying on the results of the video
- II. DISCUSS AND TAKE POSSIBLE ACTION REGARDING AN AGREEMENT WITH EPS GROUP (DISTRICT ENGINEERS) FOR THE PREPARATION OF PLANS, SPECIFICATIONS, ESTIMATES AND PERMITS FOR WIFA CAPITAL PROGRAM PHASE 2.1 AND AUTHORIZE A NOTICE TO PROCEED.** Sharon Hillman / Greg Smith . Phase 2.1 involves the replacement of existing mains in 4 areas of Pine. These include Whispering Pines Road, Pine Creek Easement, Old County and Bradshaw (Pinewood Haven), and Old County and Torrie Pine (Rim Vista). EPS is to prepare the plans, and process them for approvals. This will include an estimate of the project cost. After a brief discussion, Larry Bagshaw moved that the board

approve phase 2.1 and authorize \$69,099 for the design cost and to issue a notice to proceed to EPS. Sharon Hillman seconded the motion. The motion was approved.

- III. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING PROVIDING NOTICE TO PROCEED TO: EUSI FOR PROGRAM MANAGEMENT SERVICES FOR THE WIFA LOAN PROGRAM (WIFA); SCHOFIELD CIVIL CONSTRUCTION FOR THE STRAWBERRY VIEW 1 TANK REMOVAL & REPLACEMENT PROJECT (WIFA); MOUNTAIN HIGH EXCAVATING, LLC FOR THE CIRCLE DRIVE WATER MAIN REPLACEMENT PROJECT (WIFA).** Greg Smith. Greg was unable to find that these projects had actually had been given notices to proceed by past board actions. He is recommending that the board authorize notices to proceed with the dates of 1/28 for EUSI to provide program management for the WIFA program, 2/7 to Schofield Construction for SV 1 tank replacement, and 1 day after the board chairman executes the contract with Mountain High for the Circle Drive water main replacement. Greg also recommends that the board consider including notices to proceed in all future contract approvals. Tom Weeks moved that the board authorize notices to proceed to EUSI, Schofield Civil Construction, and Mountain High on the dates indicated above. Larry Bagshaw seconded the motion. The motion carried unanimously.
- IV. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING PROPOSAL FROM SMART SYSTEMS FOR MODIFICATION OF PSWID WEBSITE TO ACCOMMODATE WIFA PROGRAM UPDATES.** Sharon Hillman. The district needs a web page to accommodate the WIFA documents and information concerning the progress of the projects. There should be a link to it from the district's page. The cost of the WIFA page and the link will be \$500. Larry Bagshaw moved that the board approve a \$500 expenditure to set up the web page and the link from the PSWID webpage. Forrest McCoy seconded the motion. The motion carried unanimously.
- V. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING PROPOSAL FROM SMART SYSTEMS FOR REDESIGN OF PSWID WEBSITE.** Sharon Hillman. The PSWID website is outdated and not user friendly. Smart Systems also verified that the website is a mess and every update to the site requires a complete reboot of the server. The cost for redesign of the site will be \$4200.00 for YAP Integrated Marketing Solutions to redesign it. Forrest McCoy moved that the board approve \$4200 for the website redesign. Larry Bagshaw seconded the motion. The motion carried unanimously.

9. NEW BUSINESS

- I. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING DIRECT EMPLOYEMENT OF MR. CATARINO ESQUIVEL AS DISTRICT MANAGER.** Bob Arbuthnot. Bob had a draft of the proposed contract with Mr. Esquivel. It authorized the use of a PSWID vehicle, \$5000 in moving expenses, 20 days of vacation, a cell phone, and the salary as determined by the HR committee and Mr. Esquivel. Maher Hazine was concerned about several specifics of the

contract agreement and whether some items were included in the verbiage. The contract will need to also be approved by the district's attorney. After some discussion, Forrest McCoy moved that the HR Committee be authorized to finalize the contract with Mr. Esquivel after review by the attorney and that the chairman be authorized to sign the employment agreement. Larry Bagshaw seconded the motion. The vote was 5 to 1 with Maher Hazine dissenting. (Note: Forrest McCoy left at 8:15 p.m.)

- II. DISCUSS AND TAKE POSSIBLE ACTION REGARDING CONDUCTING A FACIITATED PUBLIC WORKSHOP WITH THE BOARD AND DISTRICT MANAGER TO ESTABLISH DISTRICT GOALS ON MARCH 10, 2018.** Bob Arbuthnot. Bob had contacted a facilitator to meet with the board for a cost of \$7000 plus expenses. It will be for two days, with one to conduct individual interviews with each board member, and then one for a group meeting (open meeting) lasting 6-8 hours. Due to the board members schedules, the best dates for this meeting will be April 17 or 18 with the interviews being conducted by phone. Sharon Hillman moved that the board approve a workshop on April 17 or 18. Larry Bagshaw seconded the motion. The motion carried.

10. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON March 15, 2018.

- I.** WIFA /CIP update
- II.** Schedule for budget adoption. Budget needs to include WIFA funds and other possible grants.

- 11. MOTION TO ADJOURN.** Tom Weeks moved the meeting be adjourned. Sharon Hillman seconded the motion. The motion carried unanimously.