

## **Pine-Strawberry Water Improvement District**

### Support Services Committee Meeting Minutes

Wednesday, February 28, 2018 at 2:00 p.m. – 6306 W Hardscrabble Rd., Pine, AZ  
85544

1. Call to Order – Chairman McCoy called the meeting to order at 2:12 p.m.
2. Roll Call of Committee Members – Conducted by Chairman McCoy; Committee members present: Sharon Hillman, Pam Mason, and Forrest McCoy.
3. Pam Mason made a motion to approve the minutes from the February 16, 2018 meeting. Sharon Hillman seconded the motion. The motion carried unanimously.
4. Forrest McCoy made a motion to approve the minutes from the February 23, 2018 meeting. Forrest McCoy seconded the motion and the motion carried.
5. Consider and Discuss comments from the Public – There were no public present
6. Old Business – None
7. New Business – A - Discussion and review of the RFQ for Legal services for a new attorney for the District. The revised RFQ was reviewed by the committee and the committee agreed the RFQ was ready to be sent out. .
8. New Business – B - The committee reviewed and agreed on the final list of 8 attorneys compiled by Forrest McCoy to send the RFQ's.
9. New Business – C – The committee reviewed and agreed on the cover letter to accompany the RFQ. Staff printed the RFQ's for the committee and the committee assembled the transmittal letter with the RFQ's and placed in the envelopes for mailing. Forrest McCoy took the mail to the post office as well as posting the RFQ at the Ponderosa Market and the Post Office. Sharon Hillman sent the RFQ to Larry Bagshaw for posting on the District's website as well as posting at the market in Strawberry, AZ.
10. New Business – D – Discussion regarding additional advertising of the RFQ in the Payson Roundup and the committee decided not to advertise at this time. If the committee feels advertising would be advantageous in the future, consideration of where and when will be determined at that time.

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11. New Business – E – Items B, C & D were completed at this meeting. Sharon Hillman will prepare the minutes and forward to Larry Bagshaw for posting to the District's website.
12. New Business – F – Future agenda items include meeting to open and review the RFQ responses after March 21, 2018, the due date for all responses to be received.
13. Pam Mason made a motion to adjourn the meeting at 2:46 p.m. Forrest McCoy seconded the motion. The motion carried unanimously.