

## Pine-Strawberry Water Improvement District

### Support Services Committee Meeting Minutes

Thursday April 5, 2018 at 6:00 p.m. – 6306 W Hardscrabble Rd., Pine, AZ 85544

1. Call to Order – Chairman McCoy called the meeting to order at 5:58 pm.
2. Roll Call of Committee Members – Conducted by Chairman McCoy; Committee members present: Sharon Hillman, Sam Schwalm and Forrest McCoy. Cato Equivel was also in attendance.
3. Sharon Hillman made a motion to approve the minutes from the February 28, 2018 meeting. Forrest McCoy seconded the motion. The motion carried unanimously. Sam Schwalm did not attend the meeting so he abstained.
4. A. Old Business – A1 – Discussion regarding the receipt of 4 RFQ responses and if the District should place an advertisement of the RFQ in the Payson Roundup. The committee decided not to advertise due to the fact that no responses were received from any Payson firms the last time advertising was placed. The committee feels of the 8 letters of request sent, the 4 received responses, with one no longer being in business and 3 qualified responses, a recommendation could be made to the Board. Sam Schwalm made a motion not to solicit any more responses with Forrest McCoy seconding the motion. The motion carried unanimously.

Old Business – A2 – A discussion regarding the 3 qualified responses to the RFQ. The responses are from Snow Law of Scottsdale, AZ; Moyes Sellers & Hendricks Ltd. and Ryley Carlock & Applewhite both of Phoenix, AZ. The committee discussed the firm's size, qualifications and fee schedule. Sharon Hillman made a motion that the best choice for the District would be Snow Law as the other firms are too large and expensive. Sam Schwalm seconded the motion and the motion carried unanimously.

Old Business – A3 – Forrest McCoy will prepare the presentation to the Board at for the April 19, 2018 board meeting.

5. B. New Business – B4 – The committee discussed the renewal of the Hinton-Burdick CPA's engagement for the District's financial audit covering Fiscal Year 2017/2018 per the RFQ issued in 2017. Sharon Hillman had a discussion with the audit manager regarding the audit fees for this year as to whether or not they could hold the same fee as last year. Considering the facts that the District now has their own employees and the WIFA funding and projects in construction, they suggested an increase of \$700.00 bringing the 2017/2018 fee to \$18,200.00. The committee discussed this issue and made the determination to recommend

the continuation of audit services with Hinton-Burdick CPA's. Forrest McCoy will make the presentation to the Board at the April 19, 2018 board meeting.

6. New Business – B5 – No future agenda items or meetings are planned at this time.
7. Consider and Discuss comments from the Public – There were no public present
8. Sharon Hillman made a motion to adjourn the meeting at 6:20 p.m. Sam Schwalm seconded the motion. The motion carried unanimously.