

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Thursday, July 17, 2014 at 6:00 pm**

**PSWID Administrative Office**

**6306 W. Hardscrabble Road**

**Pine, AZ 85544**

**I. CALL TO ORDER**

Tom Weeks called the meeting to order at 6:00 p.m.

**II. PLEDGE OF ALLEGIANCE**

Led by Tom Weeks

**III. ROLL CALL OF BOARD MEMBERS**

Conducted by Tom Weeks. Board members present: Tom Weeks, Trent McNeeley, Rus Brock, Richard James, Don Smith and Larry Bagshaw.

**IV. APPROVAL OF MINUTES**

June 26, 2014 Meeting: Don Smith moved to approve the minutes. Larry Bagshaw seconded. Motion carried unanimously.

**V. TREASURER'S REPORT**

Rus Brock presented an updated treasurer's report

**VI. BOARD MEMBERS REPORTS**

**A. Support Services Committee Report**

Rus Brock reported that the committee had prepared the RFQ for attorney services which will be presented as item VIII A on the regular agenda.

**B. Report from Brad Cole with specifics on how the water system was operated over the July 4<sup>th</sup> holiday, weaknesses, strengths, opportunities for improvement before the Labor Day holiday. Brad delivered a two page report which generally covered the water systems strength and weakness, but did not address any specific issues that arose during the holiday weekend.**

Brad introduced us to Gary Young who is the Western Regional Director for CH2M Hill.

**VII. CALL TO THE PUBLIC**

- A.** Jim Quinton reported that a customer in Strawberry had made three calls about a meter leak and had had no response until the customer went to the district office. Finally a technician visited the address and determined that the leak was on the customer's side of the meter which made it the customer's responsibility to repair.
- B.** Dick Venable of Pine reported that his May billing was for \$261.22 and that he had not been at the residence during that month. His bills are usually for the minimum fee. He requested that the board look into the matter. The technicians went to his house and

did not detect any leaks and the meter was not running. The office had also verified the meter reading.

- C. Windy Dravillas of Strawberry wanted to know how much time Brad Cole actually is in the field. He replied about 25% of his time. She also wanted to know how after hours calls were handled. Beckie Sigeti responded that the calls go to an answering service and that the service calls the on call technician to respond. There is a rumor going around that the on call technician is not responding to the calls. It was verified that the rumor is untrue.
- D. Carmen Wailes of Strawberry reported that she has had long standing water pressure issues ranging from no pressure to very low pressure. It affects their rental cabin business. She requested reimbursement for their lost business. PSWID will check her water pressure.
- E. Dave Cleland Sr. made a presentation about cathodic protection for the water tanks. Brad Cole had a two page report on cathodic protection in the package he prepared for the meeting.
- F. Pam Mason of Pine asked if the Strawberry Hollow well was back on line and how much it was pumping. Brad responded that it was on line and pumping 20 gpm.
- G. Sam Schwalm of Pine suggested that with the replacement of the water meters that perhaps some of them had been read incorrectly. Beckie responded that was not the case with Mr. Venable.

#### **VIII. REGULAR AGENDA ITEMS:**

- A. Information/Discussion/Action regarding a Request for Qualifications (RFQ) for Attorney Services. Potential action could include authorizing release of the RFQ, determining the time frame for responses, approving a list of potential attorney candidates. Rus Brock presented the request to the board. Richard James expressed that he thought the board should proceed with it. Tom wanted to know if there was a list of attorneys who should get it. Rus said the committee had some suggestions, but had questions of how to distribute it. Pam Mason said that the State Bar website had a list of lawyers who dealt with utilities. Beckie stated that RFQs had to be published to follow county rules. Don Smith verified that. Brad Cole had the state regulations. Tom asked that the committee research the regulations on publishing it. Don Smith moved that the Support Services Committee proceed with publishing the RFQ and distributing it. Larry Bagshaw seconded the motion. The motion was approved unanimously.
- B. Information/Discussion/Action regarding a follow-up report on the status of repair orders getting done in a timely manner. Brad Cole presented leak reports for June and through July 17. He said that the repairs were now current. Rus Brock requested that columns for pipe size and number of days be added.
- C. Information/Discussion/Action: Monthly well and tank report from Brad Cole. Brad presented monthly well production data for 2011 through 2014. He also had data for the tanks
- D. Information/Discussion/Action: Monthly vehicle report from Brad Cole. Brad presented the June vehicle report. Sam Schwalm wanted to know why the district is paying for a CH2M Hill owned vehicle. Brad responded that it was part of the contract with the district. Trent McNeeley wanted to know how many vehicles were going home with

employees at night. Brad responded that two are. One for the on call technician and one for the supervisor. Rus Brock requested that odometer readings be added to the report.

- E. Information/Discussion/Action regarding the formation of a Customer Service Relations Committee. Richard James asked if the customers are getting what they are paying for? He suggested that the committee be made up of two board members and a customer, and Brad Cole. Tom Weeks approved the committee which will be made up of Richard, Larry Bagshaw, Sam Schwalm, and Brad.
  - F. Information/Discussion/Action regarding the formation of the Water Enhancement Committee of well owners and the community. Don Smith had suggested this committee. Tom Weeks approved the formation of this committee and made Don the chair. Don will work with Brad to contact the well owners who have water sharing agreements with the district to form the committee.
  - G. Information/Discussion/Action: Review of the DRAFT Master Plan document. Don Smith said that this should be postponed until the Aug 6-8 delivery date of the remainder of the plan. Rus Brock stated that there were too many holes in the draft that was distributed to the board. Brad responded that the missing pieces were still being finished.
  - H. Information/Discussion/Action regarding the properties that PSWID actually owns. Beckie Sigeti said that the ones we actually own were on the county tax role and that an inventory was conducted quarterly. Richard James said that we should take action on the Strawberry Ridge Estate tank that has the ownership in question. Don Smith suggested that we have the attorney look at this issue and Tom Weeks agreed.
  - I. Information/Discussion/Action regarding the deficiency that was addressed on the last two annual auditor's reports. Rus Brock said that the district did not have written annual procurement agreements and open purchase orders with Aero Drilling and JB Contracting. Beckie said that we now have purchase orders, but no agreements. We should also add an electrician to these. Pam Mason suggested that the board consider competitive bids on items that cost less than the presently required amount.
  - J. Information/Discussion/Action regarding agenda items for the next Board Meeting. The board should address:
    - Larry Bagshaw requested that all agenda items be submitted by Wednesday the week before the board meeting, so that there would be adequate time to prepare the agenda, request CH2M Hill reports, and notify the webmaster before the day of the posting deadline.
1. Whether the board should adopt MAG standards suggested by Trent McNeeley.
  2. The Master Plan, if finished by Aug 6-8.
  3. Windy Dravillas suggested that we advertise for committee members. She and Beckie going to look at making a flyer to add to the water bills

## **IX. ADJOURNMENT**

Larry Bagshaw moved for adjournment. Rus Brock seconded. The motion carried unanimously.