

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**BOARD OF DIRECTORS MEETING**

**Thursday, November 19, 2015 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 6:07 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, Maher Hazine, Richard James, Larry Bagshaw, Rus Brock, and Trent McNeeley. A quorum was present.

**IV. CONSENT AGENDA**

All items listed on the Consent Agenda are considered to be routine or have been previously reviewed by the PSWID Board, and will be enacted by one motion. There will be no separate discussion of these items unless a Board Member so requests; in which such event the item will be removed from the General Order of Business, and considered separately immediately following the consent agenda.

**A. APPROVAL OF MINUTES**

October 15, 2015 meeting

**B. ACCEPTANCE OF THE FOLLOWING REPORTS:**

**1) TREASURER'S REPORT** as posted on the website

**2) BOARD MEMBERS REPORTS**

- a. Support Services Committee Report – Pulled to discuss
- b. Water Enhancement Committee Report – no meeting
- c. Customer Service Committee Report – Pulled to discuss
- d. Human Resources Committee Report – no meeting

**3) CH2M MONTHLY STANDARD REPORTS** as posted on the website

- a. Repair Order Status

- b. Well and Tank Report
- c. Well Test Report
- d. Water Loss Report
- e. Vehicle Report
- f. Key Performance Report
- g. Improvement Projects Report
- h. Inquiry Follow-up

**4) ACCOUNTING MANAGERS PROJECTS REPORT** – as posted on the website

**5) RESCISSION OF THE 457 RETIREMENT PLAN**

**6) UPDATE ON THE BACKFLOW PREVENTION REQUIREMENTS** – Pulled to discuss

Maher Hazine moved to accept the consent agenda items with the exception of those items pulled. Rus Brock seconded the motion. The motion was approved unanimously.

**V. DISCUSSION OF PULLED CONSENT AGENDA ITEMS:**

**A. SUPPORT SERVICES COMMITTEE REPORT:** Rus Brock requested discussion of the District manager position. The addendum to the RFQ for engineering services has been posted to the website. The Support Services committee recommended that the district hire a manager. They had recommendations about the responsibilities that a manager could handle with the oversight of the board. The board was also in favor of hiring a manager, but agreed that a work session with the board members and the members of the Support Services committee needed to be scheduled in the next 30 days to discuss whether the position would be full-time, part-time, the qualifications, and exact scope of responsibilities. Larry Bagshaw will poll the board members about a meeting date. Please refer to the Support Services Committee Report attached.

**B. CUSTOMER SERVICE COMMITTEE REPORT:** Richard James reported that although the service orders were about the same as last month, the number of meter misreads was up. The district needs to add to the contract with CH2M KPIs about training, retraining meter readers, and timely submission of service order reports. Maher Hazine requested that Richard send him the information so it could be included in the letter Maher was sending to CH2M.

**C. UPDATE ON THE BACKFLOW PREVENTION REQUIREMENTS:** The committee will be meeting on Monday, Nov. 23 and will have a draft of the requirements by the December board meeting.

**VI. CUSTOMER CORRESPONDENCE**

Larry Bagshaw read a letter from Verde Engineering thanking PSWID for being able to serve the district for the last 6 years.

**VII. CALL TO THE PUBLIC**

No comments from the public.

**VIII. REGULAR AGENDA ITEMS**

**A. OLD BUSINESS**

- 1) Information/Discussion/Action regarding the response from CH2M on the Rimwoods Telemetry project. The board's response about adjusting the repayment of the cost of the telemetry to CH2M if we terminate the contract has not been submitted to them yet. It will be discussed at the next meeting with CH2M on Dec. 7 or 8.
- 2) Information/Discussion/Action regarding the response from CH2M on the KPI letter. We have not received any response from them yet. This should be part of the discussion with them in December.
- 3) Information/Discussion/Action regarding the costs for the Pine Ranch 2 VFD Booster upgrade costs. Danny Zamora presented the costs in the October meeting as being \$18,685.74. Maher Hazine asked how critical it was to do the upgrade. Danny replied that it was not critical and could wait until the next fiscal year. Maher suggested that it be added to the future project list.
- 4) Information/Discussion/Action regarding the consideration of other notification systems than One Call. More information should be provided to the customers than presently sent. Requested by Maher Hazine. Maher said that the present system seems to be labor intensive and has some drawbacks, including the inability to send out alert notices to a second area, if one is underway, and also to send out alerts to residents during the hours when the office is closed, unless someone comes in to send them. Beckie Sigeti responded that she got the One Call system after looking to see what was available on the internet 5 or 6 years ago, and that it seemed to be the most useful. Maher suggested that the board look at what was needed and to send out questionnaires and even consider the possibility of two systems. It was decided that Rus Brock and Beckie will survey the internet and have some information for the board for the next meeting.
- 5) Information/Discussion/Action regarding a self-assessment/accreditation program (best management practices). Requested by Maher Hazine. Maher said that the American Public Works Association has an accreditation program and a manual with 39 chapters with self-assessment features. He suggested the board review the chapters with pertinent information covering water districts, one chapter at a time. It costs about \$75 to do the program. Rus Brock suggested that the district wait until it hires a manager and then have the manager do the program.

**B. NEW BUSINESS** There was no new business

**C. OTHER AGENDA ITEMS**

- 1) Information/Discussion/Action regarding Agenda Items for the December 17 meeting.
  - a. Beckie Sigeti suggested that the board review the district's insurance policies and talk to multiple agents. Rus Brock and Beckie will work on this.
  - b. Trent McNeeley requested that the trailer and mini excavator be added to the vehicle report. It was also mentioned that the trailer ramps were too short and slick and that there was no way to tie down the mini excavator. Tom Weeks will call the dealer to see if modifications can be made to the trailer.

**IX. ADJOURNMENT**

Maher Hazine moved to adjourn the meeting. Richard James seconded the motion. The vote was unanimous in favor of the motion.