

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**Special Board Meeting**

**Thursday, January 5, 2017 at 6:00 p.m.**

**PSWID Administrative Office**

**6306 W Hardscrabble Rd.**

**Pine, AZ 85544**

**1. CALL TO ORDER**

Rus Brock called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Led by Rus Brock

**3. ROLL CALL OF BOARD MEMBERS**

Conducted by Rus Brock: Board members present: Maher Hazine, Tom Weeks, Rus Brock and Larry Bagshaw. Also present: Forrest McCoy and Robert Arbuthnot newly appointed board members. A quorum was present.

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

None

**5. REPORTS TO THE BOARD**

None

**6. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO ADMINISTERING THE OATH OF OFFICE FOR THE APPOINTED AS IF ELECTED BOARD MEMBERS.** Judge Dorothy Little administered the oath of office to Larry Bagshaw, Robert Arbuthnot, and Forrest McCoy.

**7. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO APPOINTMENT OF ADDITIONAL BOARD MEMBER(S) TO HAVE ALL SEVEN BOARD POSITIONS FILLED.** The applicants were Windy Dravillas, Tom Reski, Sharon Hillman, Alan Kleinman, and Steve Meyes. The board members each voted for their choice via a secret ballot. Sharon Hillman was selected as the seventh board member.

**8. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO ADMINISTERING THE OATH OF OFFICE TO THE APPOINTED BOARD MEMBER(S).** Judge Dorothy Little administered the oath of office to Sharon Hillman.

**9. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO ELECTION OF OFFICERS.** Tom Weeks nominated Maher Hazine to be the board chairman. Forrest McCoy seconded the

nomination. The vote was unanimous in favor of Maher being the chair. Forrest McCoy nominated Tom Weeks to be the vice chairman. Sharon Hillman seconded the nomination. The vote was unanimous in favor of Tom being the vice chair. Forrest McCoy nominated Sharon Hillman to be the treasurer. Tom Weeks seconded the motion. The vote was unanimous in favor of Sharon being the treasurer. Maher nominated Larry Bagshaw to be the secretary. Forrest McCoy seconded the nomination. The vote was unanimous in favor of Larry being the secretary.

**10. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO ALL BOARD MEMBERS COMPLETING CONFLICT OF INTEREST FORMS.** All seven of the board members filled out a new conflict of interest form.

**11. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO AWARDING THE CONTRACT FOR THE WYE STRAINER PROJECT.** Presented by Maher Hazine. Buck Mountain Enterprises was the lowest qualified bidder on the project for a cost of \$43,720. The bid was under the amount estimated on the project by the board's engineers. Tom Weeks moved to accept the bid of \$43,720 from Buck Mountain. Sharon Hillman seconded the motion. The motion was approved unanimously.

**12. DISCUSS AND TAKE POSSIBLE ACTION RELATED TO PROVIDING SOME BENEFITS TO THE OFFICE MANAGER.** Presented by Rus Brock. Karen Killen had requested holiday compensation for the holidays that occurred during the time she was working 30 or more hours per week (full time) for the district. The cost would be approximately \$800. Board members were concerned about setting a precedent by doing so and creating a problem in the future as there will be a need for Karen to work full time in the future during the maternity leave of another office staff member. There were two motions presented. The first was to approve the back holiday pay for Karen which was presented by Sharon Hillman and seconded by Robert Arbuthnot. The motion carried unanimously. The second motion was to look at revising the employee handbook to address future situations. The board decided they needed to look at the handbook. Sharon Hillman moved that the motion be tabled until the handbook was reviewed. Larry Bagshaw seconded the motion. The motion carried unanimously.

**13. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTOR'S MEETING ON JANUARY 19, 2017.**

- A. Revise/Review the Employee Handbook.
- B. Changes to the Rules and Regulations
- C. Decide how to dispose of the two used vehicles
- D. Review possibility of hiring a company to manage the district
- E. Capital projects update including a follow up on the Milk Ranch wells.

**19. MOTION TO ADJOURN.** Tom Weeks moved that the meeting be adjourned. Larry Bagshaw seconded the motion. The motion carried unanimously.