

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**Work-Study Session**

**Thursday, August 17, 2017 at 6:00 p.m.**

**PSWID Administrative Office**

**6306 W Hardscrabble Rd.**

**Pine, AZ 85544**

**1. CALL TO ORDER**

Maher Hazine called the meeting to order at 6:10p.m.

**2. PLEDGE OF ALLEGIANCE**

Led by Maher Hazine

**3. ROLL CALL OF BOARD MEMBERS**

Conducted by Maher Hazine: Board members present: Tom Weeks, Forrest McCoy, Sharon Hillman, Maher Hazine, Rus Brock, and Larry Bagshaw. A quorum was present.

**4. CALL TO THE PUBLIC**

There were no comments.

**5. OLD BUSINESS**

**I. NONE**

**6. NEW BUSINESS**

- I. WORK-STUDY SESSION PRESENTATION BY THE DISTRICT'S ATTORNEY REGARDING THE APPLICATION OF THE OPEN MEETING LAWS OF THE STATE OF ARIZONA (ARS 38-431.01, ET SEQ), TRAINING ON ARIZONA'S PUBLIC RECORDS LAWS (ARS 39-101 ET SEQ) AND, THEIR APPLICATION TO THE BUSINESS OF THE DISTRICT.** Presented by Doug Brown. The open meeting law states that all meetings must be open to the public. Any business conducted by the district should be done in the open. The only exception is for executive sessions where lawsuits, contracts, or employment is being discussed. All board legal actions must be done in a public forum. Notice of meetings must be posted in a public place at least 24 hours before the meeting. Minutes of the meetings are required. Examples of when meetings of three or less board members were given that the public might perceive to be violations of open meeting law were discussed. Also emails should not be used to discuss issues between more than three board members. If an employee is to be discussed in executive session, they should be given at least 24 hour notice. They can be invited to the executive session or they can request that the discussion can be held in a public meeting. Minutes of executive sessions are considered confidential and should be stored in a secure location under lock and key.

Public records laws state that any of the district's public records should be available for inspection to the public during office hours. If there will be research required for the public records request, there is a form available on the district website to request the records, and there will be a delay in release of the records so that the research can be performed. Commercial requests for public records can be charged an hourly copying/research fee. Records containing any attorney – client information, private information of customers or employees may not be released.

- 7. MOTION TO ADJOURN.** Larry Bagshaw moved that the meeting be adjourned. Sharon Hillman seconded the motion. The motion carried unanimously.

DRAFT