

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

Work Session

Thursday, December 10, 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 6:00 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, Maher Hazine, Richard James, Larry Bagshaw, Rus Brock, and Trent McNeeley. A quorum was present.

IV. CALL TO THE PUBLIC

No comments from the public.

V. REGULAR AGENDA ITEMS

A. Information/Discussion/Action regarding the communication between PSWID and CH2M. A meeting with CH2M was held on Monday, December 7. CH2M requested that they do have a single point of contact. Even though Maher Hazine has been the designated point of contact, CH2M is still talking to Tom, Beckie, and Maher. We need to specify to the field staff that they are to communicate with Beckie regarding customer service, Maher regarding contract problems, and Tom regarding projects. We also need to schedule regular weekly meetings with the field staff and follow up the meeting with a written communication so that the topics discussed can be documented and verified. We are being given a lot of reasons why things cannot get done, instead of results. We need to continue tracking the KPIs and following up on deficiencies with written communication.

B. Information/Discussion/Action regarding the hiring of a district manager for PSWID. The board agrees that it would ease the burden the board is currently handling and provide the needed oversight in the office and field as well as give CH2M one single point of contact. The desired duties of the manager were discussed with the board eventually agreeing that we needed a strong manager who preferably has experience/knowledge about rural utility systems. It would be a salaried position with the funds coming from the budget, probably the capital projects budget, as most of this year's projects probably will not be scheduled until the next fiscal year. Maher Hazine moved that the Support Services Committee draft a job description, and post it to relevant websites

with the costs not to exceed \$2000. Richard James seconded the motion. The vote was unanimous in favor of the motion.

- C. Information/Discussion/Action regarding whether the Support Services Committee will be in charge of selecting the “best” candidates for the engineering position. The board had no problem with the committee proceeding with the interviews with the top three candidates. Rus Brock will try to set those interviews up for the afternoon of December 17.
- D. Information/Discussion/Action regarding agenda items for December 17. Maher requested an executive session to discuss the CH2M contract negotiations and their requested rate increase. He also requested a presentation on the One Call systems expanded capabilities, an update on the El Dorado upgrade. We also need to include the revised offer from CH2M on the telemetry project, and any results from the interviews with the engineering firms.

VI. ADJOURNMENT

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