

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

BOARD OF DIRECTORS MEETING

Thursday, February 18, 2016 at 6:00 pm

PSWID Administrative Office

6306 W. Hardscrabble Road

Pine, AZ 85544

I. CALL TO ORDER

Rus Brock called the meeting to order at 6:01 p.m.

II. PLEDGE OF ALLEGIANCE

Led by Rus Brock

III. ROLL CALL OF BOARD MEMBERS

Conducted by Rus Brock. Board members present: Tom Weeks, Larry Bagshaw, Rus Brock, and Paul Randall. Maher Hazine was present via telephone. A quorum was present.

IV. APPROVAL OF MINUTES: Minutes from the January 21, 2016 meeting. Tom Weeks moved that the minutes be approved. Larry Bagshaw seconded the motion. The motion carried unanimously.

V. REPORTS TO THE BOARD

A. Chairman's report – Presented by Rus Brock. He reported that in the last month he had signed the agreement to hire Harry Jones of HDJ Consulting as an interim district manager, he finalized the office closure procedures, he finalized the trench detail process document, and changed the bank signees.

B. Treasurer's report – Maher Hazine went over the treasurer's report that is posted to the website.

C. Secretary's report – Larry Bagshaw reported that the board had not received any correspondence.

D. District Manager's report – Harry Jones discussed his review PSWID's internal operations and suggestions he had to improve them. He also discussed that the major issues for the district were in human resource, finance, and relations with CH2M.

VI. 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. ACCEPTANCE OF THE FOLLOWING REPORTS:

- a. Support Services Committee Report – Met 2/11. Minutes posted on the website.
- b. Water Enhancement Committee Report – Pulled by Larry Bagshaw
- c. Customer Service Committee Report – No report
- d. Human Resources Committee Report – No report
- e. CH2M Field Manager Report as posted on the website
 - 1) Repair Order Status
 - 2) Well and Tank Report
 - 3) Well Test Report
 - 4) Water Loss Report
 - 5) Vehicle Report
 - 6) Project Recommendations
 - 7) Inquiry Follow-up

Tom Weeks moved to accept the consent agenda items with the exception of the item pulled. Maher Hazine seconded the motion. The motion was approved unanimously.

VII. DISCUSSION OF PULLED CONSENT AGENDA ITEMS:

- A. Water Enhancement Committee Report – Larry Bagshaw asked Maher Hazine the status of PSWID taking over the Ponderosa Water System. Maher reported that the owner was asked for a list of customers and addresses to see if they were paying taxes to the district and had never received any list.

VIII. CALL TO THE PUBLIC

Ron Calderon asked that the board review the property taxes that the district is charging. He thought that everyone in Pine and Strawberry was paying taxes to the district and thought it was unfair that 5000 property owners were being taxed, yet only 3000 customers were served by the district. He suggested implementing a base rate tax. Harry Jones will look into the issue so the board can review it at a future board meeting before next year's budget is worked on.

Jim Quinton reported that the Ralls Strawberry Ranch had a new owner and needs to have the district get an easement and find out what improvement work needs to be done for access to the well at the ranch. Harry Jones will also look into this.

IX. REGULAR AGENDA ITEMS

- A. Discuss and take possible action regarding the selection of on-call engineering services per RFQ 2015-002. Maher Hazine reminded the board that he would not be participating in the discussion about EPS. EPS had responded to the board's request for more information and the Support Services Committee had recommended that the board contract with them for engineering services. Woody Scouten and Brandon Squire from EPS attended the meeting

and discussed their background and what they thought they could do for the district. Tom Weeks moved that EPS be contracted. Larry Bagshaw seconded the motion. It was approved unanimously.

- B. Discuss and take possible action related to capital projects management and interface with EPS. Harry Jones requested that he meet with the board members to set the project priorities. The board recommended using the list approved for this year's capital projects as in the budget with possible modifications after discussions with the CH2M staff and EPS. Harry and the EPS personnel and the field staff will meet next week to do a field review. Maher Hazine will join them.
- C. Discuss and take possible action related to pursuing engagement for a full-time district manager. Rus Brock presented a draft of a job posting for a district manager. A discussion ensued about making it a continuous job posting with a first review of the possible candidates on April 15 to see if anyone the board is interested in has applied. Maher Hazine also requested a change to the salary terminology to that "the compensation package and benefits will be based on experience". Larry Bagshaw moved that the posting be accepted with the proposed change. Tom Weeks seconded the motion. After discussion about where the ad will be posted, the motion carried unanimously.
- D. Discuss and take possible action related to the results of the customer service survey. Harry Jones discussed the survey. The feedback was mostly positive with few items needing attention. The rate structure for the district will be looked at to help in formulating next year's budget.
- E. Discuss and take possible action related to developing a memorandum of understanding with the fire department for use of district water resources. Harry Jones found that the last written agreement with the fire department was dated 1997 and had been violated at least twice by Brooks Utilities. It is time to draft a new agreement, so the fire department did not exhaust our water resources on forest service land or subdivisions not covered by PSWID. Rus Brock directed Harry to draft a new policy and work with the fire department on it.
- F. Identify potential agenda items for the March 17 meeting.
 - 1) Review the committee structure regarding the open meeting laws.
 - 2) Resolutions are needed on property annexation for a subdivision and a lot. The lawyer has reviewed these items.
 - 3) The new agreement with the fire department.
 - 4) Review the capital project list for this year and make any modifications.
 - 5) Review the property taxes and who is being taxed.
 - 6) Set the budget work session and budget hearing dates.

X. ADJOURNMENT

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