

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT, (PSWID)
PUBLIC NOTICE**

Support Services Committee Meeting

**Public meeting on Saturday, June 28, 2014 at 9:00 am at the Pine Cultural Center Ramada,
3886 N. Highway 87, Pine, AZ 85544**

I. CALL TO ORDER

Rus Brock called the meeting to order at 9:28 am.

II. ROLL CALL OF COMMITTEE MEMBERS

Pam Mason, Ric Hawthorne, Windy Dravillas, Rus Brock present. Trent McNeeley, Paul Randall absent.

III. ELECTION OF OFFICERS

Rus Brock was elected chairman based on a nomination by Pam and a second by Windy. Ric Hawthorne was elected Vice Chairman based on a nomination by Rus and a second by Pam. The Chairman and/or Vice Chairman will act as Secretary to produce the agenda and meeting minutes.

IV. APPROVAL OF MINUTES

This being the first meeting of the Committee there were no prior Minutes to approve.

V. REVIEW AND DISCUSS BYLAWS and RULES AND REGULATIONS REGARDING CONTRACTING FOR SUPPORT SERVICES

The following sections of the Rules and regulations were reviewed and discussed: All 4.6, All 6.1, AX 2.2, AX 3.2, AX 4.1, AX 9.1, AX 13.1, AZ 19.1, AX 20. Sam Schwalm noted that the Rules and Regulations could always be amended to facilitate professional services procurement if warranted.

VI. IDENTIFY SUPPORT SERVICES THAT WOULD BE WITHIN THE SCOPE OF THE COMMITTEE SUCH AS BUT NOT LIMITED TO:

- A. Tank Inspections and cleaning
- B. Auditors
- C. Accounting Services
- D. Consulting, Engineering and Technical Services
- E. Legal Representation
- F. Computer Services
- G. Landscaping and Asphalt

The Committee attempted to define the attributes of a professional service. Professional Services often require a degree or certification, are contracted for on an as-needed basis, and PSWID is responsible for tasking and compensation. The Auditor, Legal Assistance and Master Plan are current examples.

Based on a motion by Ric, second by Windy and a unanimous vote items B thru E were deemed to be professional services. Items A, F and G were not.

VII. INFORMATION/DISCUSSION/ACTION TO PRIORITIZE SUPPORT SERVICES TO REVIEW/REPLACE

Using criteria such as quality of service, fiscal responsibility, trust and independence from CH2M Hill a motion was made by Ric, seconded by Windy and unanimously approved that the priority for reviewing/replacing professional services should be: First, legal services, second, engineer and hydrologist, third, accountant. The auditor can be delayed because this year's auditor contract was just recently approved, allowing more time to consider action.

VIII. DETERMINE THE METHOD TO SOLICIT BIDS/PROPOSALS

Although the Rules and Regulations provide an exception from the procurement process for professional services the Committee based on a motion by Rus, second by Ric and unanimous vote the Committee agreed that a Request for Qualification (RFQ) should be used to solicit interested professionals. The qualification responses would be evaluated and prioritized. The most desirable candidates would be interviewed and a recommendation would be made to the Board of Directors.

Ric volunteered to develop a draft RFQ for legal services for the Committee's review.

IX. INFORMATION/DISCUSSION/ACTION TO REVIEW POSSIBLE ALTERNATIVE SOURCES FOR SUPPORT SERVICES

The Committee members and attendees discussed casting a wide net for potential candidates drawing on professionals with applicable experience who may be working with other utilities or referred by Board or Committee members or the public.

X. INFORMATION/DISCUSSION/ACTION TO SOLICIT BIDS/PROPOSALS

No action was proposed on soliciting qualifications until an RFQ for legal services has been finalized and the Board has been advised of the Committee's proposed action plan. Additional action will be based on the Board's support.

XI. CALL TO THE PUBLIC

Barbara Horch indicated that her husband may be willing to assist the Committee with development and/or review of the RFQ. Ric Hawthorne suggested that perhaps the Board could be benefited by a presentation on turbidity from an experienced professional.

XII. INFORMATION/DISCUSSION/ACTION REGARDING FUTURE MEETING SCHEDULE

Due to the July 4th holiday and the time needed to develop a draft RFQ the next meeting was proposed for July 12th.

XIII. INFORMATION/DISCUSSION/ACTION TO IDENTIFY FUTURE AGENDA ITEMS

Future agenda item suggestions included RFQ's for a hydrologist and engineer. After that RFQ's for an accountant and auditor.

On a motion by Ric, second by Pam and a unanimous vote the Committee meeting was adjourned at 10:27 am.

DRAFT