

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT, (PSWID)

**Support Services Committee Meeting**

**Meeting Minutes from August 1, 2014**

**I. CALL TO ORDER**

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

**II. ROLL CALL OF COMMITTEE MEMBERS**

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

**III. APPROVAL OF MINUTES**

Minutes from July 13, 2014 meeting were approved without modification based on a motion from Paul and a second from Sam.

**IV. REVIEW AND DISCUSS** the information provided by Gila County regarding RFQ's for professional services.

Rus reviewed the email exchange with Gila County manager Don McDaniel, and the phone conversation with Jeff Hessenius, Finance Director and his staff person Jeannie. Jeannie advised that Counties do not have to go out for competitive bid for professional services per ARS 11-254.01 paragraphs A and D. From a similar question from Canyon WID the County Attorney had recently advised that WID's have full authority to act on their own without any pre approval from the County.

Having been advised by County staff that there are no County competitive bid requirements for professional services and that Water Improvement Districts have full authority to act without pre-approval from the County, the Committee agreed to move forward with the RFQ

**V. INFORMATION/DISCUSSION/ACTION** regarding the Request for Qualifications for Attorney Services, when and how it should be advertised, the due date for responses and other actions needed to initiate the RFQ.

Desiring to permit the PSWID Board the opportunity to select an attorney at its September 18, 2014 scheduled meeting the Committee discussed the timeline for activities that would need to occur prior to that. Because the Committee does not know how extensively the full Board will want to be involved in the review, evaluation, interview and recommendation phases it was determined that allowing three weeks for RFQ responses and three weeks for the evaluation process was

perhaps the optimal division of the six week period before the September Board meeting. Based on that schedule the Committee agreed to release the RFQ on August 4, 2014 and require sealed proposals by 5:00 pm on August 22, 2014.

The Committee discussed that the RFQ is intended to be an open process. Advertising of the RFQ will be through, but not limited to, the PSWID website, personal notifications to attorneys identified by Board members, District customers and tax payers and potentially newspaper and/or online advertising sources.

The Committee tasked Rus with requesting a Board agenda item for the August 21<sup>st</sup> meeting for the Board to discuss and determine their desired level of involvement in the selection process.

**VI. CALL TO THE PUBLIC**

No public was at the meeting.

**VII. INFORMATION/DISCUSSION/ACTION** to identify future agenda items

No future agenda items were identified.

**VIII. INFORMATION/DISCUSSION/ACTION** regarding the next meeting date

No future meeting was scheduled.

Attachment: PSWID Request for Qualifications for Attorney Services dated 8/3/14.