

DRAFT

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

SUPPORT SERVICES COMMITTEE MEETING

Meeting Minutes from Wednesday, September 30, 2015 at 5:30 pm
PSWID Administrative Offices
6306 W. Hardscrabble Road Pine, AZ 85544

- I. **CALL TO ORDER** – *The meeting was called to order at 5:30 pm*
- II. **ROLL CALL OF COMMITTEE MEMBERS** – *Ric Hawthorne, Pam Mason, Trent McNeely, Paul Randall, Sam Schwalm and Rus Brock were present. Windy Dravillas was not at the meeting.*
- III. **APPROVAL OF MINUTES**
Review Minutes from the May 9, 2015 meeting. – Sam Schwalm moved to approve the minutes, Paul Randall seconded the motion and the minutes were approved.
- IV. **REGULAR AGENDA ITEMS:**
 - A. Information/Discussion/Action regarding the preparation of an RFQ for Engineering Services for capital projects design and consultation services.
The Committee supported the Board’s request to prepare and post an RFQ for Engineering Services. The RFQ last used by PSWID in October 2009 was distributed as was the current Professional Services Agreement from 2010. Several sample RFQ’s were also distributed. The Committee members were asked to provide Rus feedback on what sections of those RFQ’s would perhaps be important to include in PSWID’s RFQ. Rus informed the Committee that Les Olson, formerly with CVL Consultants, has offered to assist in the preparation of the RFQ and evaluation of the responses.
The Committee developed a timeline for the RFQ. Complete the RFQ by October 30th. Advertise the RFQ during November. Complete the evaluation in time for presentation of a recommendation to the Board at its December 17th meeting.
A question arose regarding the term District Engineer. Rus was requested to review 48-913 and secure a response from PSWID’s attorney as to whether PSWID is required to have a “District Engineer”.
 - B. Information/Discussion/Action regarding bidding out other services that the District uses and has not sought other sources for (JB contracting, Palace Electric).
The Committee reviewed a decision from its June 28, 2014 meeting that professional services under the purview of the Committee would be limited to auditors, accounting services, consulting, engineering and technical services and legal representation.
 - C. Information/Discussion/Action on the possible timing and generation of RFQs for District Hydrologist, and District accounting services.
The Committee deferred action on a hydrologist RFQ noting that few if any hydrology services are being used. A company has already been approved by the Board for accounting services.

D. Information/Discussion/Action on future agenda items.

At the next meeting a draft RFQ will be reviewed and the method for reviewing and evaluating the engineering firms that respond will be discussed.

V. **CALL TO THE PUBLIC** – *No one from the public was at the meeting.*