

Approved  
12/5/15

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

**SUPPORT SERVICES COMMITTEE MEETING**

Meeting Minutes from Tuesday, October 27, 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 5:31*
- II. **ROLL CALL OF COMMITTEE MEMBERS** - *Ric Hawthorne, Pam Mason, Trent McNeely, Paul Randall, Sam Schwalm Windy Dravillas and Rus Brock (i.e. all members were present).*
- III. **APPROVAL OF MINUTES**  
*Review Minutes from the September 30, 2015 meeting -- Sam Schwalm moved to approve the minutes, Ric Hawthorne seconded the motion and the minutes were approved without revision.*
- 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 reviewed a 10/21/15 DRAFT of a Request for Statement of Qualifications for PSWID On-call Engineering Services. Even though the District could contract for engineering services on a project by project basis the Committee was in agreement that proceeding with the RFQ and potentially using the same firm/individual for multiple projects was beneficial to the District. The Committee suggested adding grant applications to the scope of work and selection criteria and removing the rating sheet from the RFQ. Sam Schwalm moved to accept the draft RFQ with those changes made. Ric Hawthorne seconded the motion and the motion was approved.*
  - B. Information/Discussion/Action regarding hiring a manager for the District.  
*The Committee reviewed the rationale for hiring a manager and there was unanimous agreement that one is needed. Changes to the responsibilities and tasks were proposed and discussed. The Committee agreed to present a recommendation to the Board at its next meeting.*
  - C. Information/Discussion/Action on future agenda items. – *The next meeting would likely be to evaluate the RFQ responses and take any further action on the manager position as assigned by the Board.*
- V. **CALL TO THE PUBLIC** – *there was no public at the meeting.*

A motion was made by Ric Hawthorne and seconded by Trent McNeely to adjourn. The meeting adjourned at 7:17 pm.