

Pine-Strawberry Water Improvement District

Support Services Committee Meeting Minutes

Wednesday August 8, 2018 at 2:08 p.m. – 6306 W Hardscrabble Rd., Pine, AZ 85544

1. Call to Order – Chairman McCoy called the meeting to order at 2:00 pm.
2. Roll Call of Committee Members – Conducted by Chairman McCoy; Committee members present: Sharon Hillman, Sam Schwalm, Pam Mason and Forrest McCoy. Cato Equivel, District Manager, Robert Arbuthnot, Board Chairman and Paul Hendricks with EUSI were also in attendance.
3. Sharon Hillman made a motion to approve the minutes from the April 5, 2018 meeting. Sam Schwalm seconded the motion. The motion carried unanimously. Pam Mason did not attend the meeting so she abstained.
4. New Business – A. Discuss and consider the 7 Requests for Statements of Qualifications for On-Call Engineering Services submittals received on August 2, 2018. The committee was provided copies of 6 of the submittals as one was disqualified. Sam Schwalm indicated that 2 of the firms had no Northern Arizona experience and another one had no experience with small Arizona firms. The committee further discussed 3 of the submittals in more detail regarding their experience and knowledge of the issues the District faces in being able to get the WIFA projects designed, out to construction and completion in the 3 to 3 years, 6 month time frame. This discussion also centered on a learning curve process for those firms who haven't worked with the District on projects previously. Forrest McCoy, Pam Mason, Sam Schwalm and Sharon Hillman agreed, at this point, the committee would entertain comments from the public regarding the reasons for this process and background to assist the committee in making recommendations to the Board.
5. Consider and Discuss comments from the Public – Cato Esquivel felt this process was needed to have more than one source for the design and engineering of the waterline projects to provide the District with more timely documents to proceed with the bidding, contracting and execution of the projects. Paul Hendricks indicated it would be in the District's best interest to enter into contracts with up to 3 firms. Using this manner, the District can assign a project to each firm to proceed with developing a work order for services. Once the work order is received, the District has the option to accept the work order for services or move on to another firm. The committees continued to discuss this process and were all in agreement regarding the suggested plan. Once the plans are completed, the District has the option of selecting from the hard bid or JOC with the GMP for construction.
6. New Business – B. After more discussion regarding the process of selection of the firms, Sam Schwalm made a motion that the District extends an On Call Engineering Services contract for one year with 2 one year extensions to each of the 3 firms. Sharon Hillman seconded the motion. The motion carried unanimously. Forrest McCoy, committee Chairman will prepare the presentation to the Board for the August 16, 2016 meeting.
7. There being no further business to discuss, Sharon Hillman made a motion to adjourn the meeting at 2:58 p.m. Sam Schwalm seconded the motion. The motion carried unanimously.