

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**Special Meeting**

**Thursday, January 10, 2019 at 6:00 p.m.**

**PSWID Administrative Office**

**6306 W Hardscrabble Rd.**

**Pine, AZ 85544**

**1. CALL TO ORDER**

Bob Arbuthnot called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE**

Led by Bob Arbuthnot

**3. ROLL CALL OF BOARD MEMBERS**

Conducted by Bob Arbuthnot: Board members present: Bob Arbuthnot, Sharon Hillman, Forrest McCoy, Alan Kleinman and Larry Bagshaw. New board member Tammy Albright was also present. A quorum was present. Cato Esquivel and Riley Snow were also present.

**4. OATH OF OFFICE**

Judge Timothy Wright administered the oath of office to Alan Kleinman and Tammy Albright.

- 5. ELECTION OF 2019 BOARD OFFICERS:** Alan Kleinman nominated Bob Arbuthnot as chair. Larry Bagshaw seconded the nomination. Forrest McCoy moved that the nominations be closed. Sharon Hillman seconded the motion. The motion carried, the vote was taken and was unanimous for Bob to continue as chair. Larry Bagshaw nominated Alan Kleinman as vice chair. Forrest seconded the nomination. Forrest moved the nominations be closed and Larry seconded the motion. The motion carried, the vote was taken and was unanimous for Alan to be the vice chair. Sharon Hillman nominated herself to continue as treasurer. Forrest seconded the nomination. Alan moved that the nominations be closed. Forrest seconded the motion. The motion carried, the vote was taken and was unanimous for Sharon to continue as treasurer. Forrest nominated Larry Bagshaw to continue as secretary. Sharon seconded the nomination. Alan moved the nominations be closed and Forrest seconded the motion. The motion carried, the vote was taken and was unanimous for Larry to continue as secretary.

**6. CALL TO THE PUBLIC**

None

- 7. BOARD MEMBER TRAINING SESSION** Conducted by Riley Snow, the district's attorney. Riley discussed that the district's charter, by-laws, and rules and regulations were the guidelines to be followed. The board needs to review the rules and regulations regularly and make any needed additions and corrections to them. The board needs to follow its own rules. Each board member also needs to fill out a conflict of interest form annually. (All did at this meeting.) The board also needs to follow the Arizona Public Meeting Laws. Meeting notices and agendas must be posted or published in advance. The meeting must have a quorum of the board attending. Be aware that if any four board members are involved via phone, text, email, or face-to-face, it

constitutes a meeting. Work –Study meetings can be held but are for discussions only. No decisions or motions can be made. Executive sessions can be part of a regular public meeting, but no motions can be made at those. Executive sessions have to be opened within the regular meeting session and the public has to be excused during the executive session. Executive sessions are held only for legally sensitive issues such as employment, human resource issues, contract issues, legal files and advice, and real estate issues. All board members should only be using their district email addresses when emailing regarding district matters and the emails should not be replied to all board members. An effort will be made to activate district emails for those who currently do not have one or fixed so non-working ones work. Email traffic from the public, if excessive, should raise a red flag as to problems within the district or board.

8. **MOTION TO ADJOURN.** Forrest McCoy moved that the meeting be adjourned. Alan Kleinman seconded the motion. The motion carried unanimously.

APPROVED