

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**SPECIAL SESSION**

**Thursday August 29, 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 6:15 p.m.

**2. PLEDGE OF ALLEGIANCE**

Led by Bob Arbuthnot

**3. PRAYER**

Offered by Alan Kleinman

**4. ROLL CALL OF BOARD MEMBERS**

Conducted by Bob Arbuthnot: Board members present: Bob Arbuthnot, Sharon Hillman, David Wilson, and Larry Bagshaw. Forrest McCoy was present via phone. A quorum was present. Riley Snow, the district's attorney was also present.

**5. CALL FOR MOTION TO APPROVE MINUTES OF THE FOLLOWING MEETINGS:**

August 15, 2019: Sharon Hillman moved that the minutes be approved. Alan Kleinman seconded the motion. It was approved unanimously.

**6. CALL TO THE PUBLIC**

None

**7. NEW BUSINESS**

- I. DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE DISTRICT'S RULES AND REGULATIONS REGARDING PROCUREMENT.** Bob Arbuthnot/Riley Snow. This was discussed in the preceding executive session. Riley Snow said that the district's rules and regulations left a lot of gray areas regarding sole sourcing. Two member of the public had comments for the board expressing their concerns about the district manager awarding the contracts for new generators and installation based on a few phone calls, and not going out to bid. Pam Mason had done some research and found

there were 12 listings of Generac dealers within a 75 mile radius of Pine and that there were 6 companies in Payson with C11 certifications for generator installation. She also reminded the board that the Auditor General's report condemned prior district managers for not using the bid process for acquisitions. She expressed concern for the district and warned them to be cautious. Sam Schwalm stated that in view of the district's history, it was very important that the district follow their rules in all cases. It was recommended that in the future, the district manager should detail his requests for funding and give specifics as to who was contacted and the reasoning involved. The district's attorney said that the request for funding the generators at the regular meeting earlier in the month was not specific enough and was not given to the board members early enough for them to review it. The board packets should be sent out via email to the board members at least by noon the day preceding the meeting, so there should be no surprises. The district manager's report and agenda item details should be sent to the board members early. Also, board member packets should be available to the public to pick up at the office the day before the meeting.

**8. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON SEPTEMBER 19, 2019.**

- a. WIFA update.
- b. Ponderosa Water Company update.
- c. USDA grant loan application update.
- d. Budget revisions

**2. MOTION TO ADJOURN.** David Wilson moved the meeting be adjourned. Alan Kleinman seconded the motion. The motion carried unanimously.