

**PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT**

**Regular Meeting**

**Thursday November 21, 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: David Wilson, Sharon Hillman, Alan Kleinman, Bob Arbuthnot, Tammy Albright, and Larry Bagshaw. A quorum was present. Forrest McCoy was present via phone. Cato Esquivel the district manager was also present. Riley Snow, the district's attorney was also present by phone.

**4. PRAYER** Offered by Larry Bagshaw

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

October 24, 2019: David Wilson moved that the minutes be approved. Alan Kleinman seconded the motion. It was approved unanimously.

**6. REPORTS TO THE BOARD**

- A. District Attorney's Report – The settlement with OMI/Sigeti is being finalized. The Sigeti home is being sold for less than expected and a vehicle is also being sold.
- B. Chairman's report- As posted to the website.
- C. Treasurer's report – As posted to the website.
- D. Secretary's report – None
- E. District Manager's Report –As posted to the website.

**7. CALL TO THE PUBLIC**

None

**8. OLD BUSINESS**

- I. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE STATUS, PRIORITIZATION, AND FUNDING OF CAPITAL PROJECTS.** Presented by Karen

Killen. This report is posted to the website.

- II. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING AWARDING A JOC CONTRACT TO APACHE UNDERGROUND IN THE AMOUNT OF \$220,000 TO COMPLETE THE INSTALLATION OF THE NEW WATER SERVICES IN RIM VISTA AND PINWOOD HAVEN.** Cato Esquivel. Apache Underground bid \$222,398.14 to complete the replacement and installation of the water meter services to the Rim Vista and Pinewood Haven communities. The funds are available from the WIFA capital budget. This work will commence the week of December 2, 2019. Sharon Hillman moved that the board chairman be authorized to issue a JOC to Apache Underground in the amount of \$222,398.14 to complete the replacement and installation of the water meters services in Rim Vista and Pinewood Haven communities. Tammy Albright seconded the motion. The motion carried unanimously.
- III. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPROVING THE WIFA FUNDING MODIFICATIONS.** Sharon Hillman. WIFA approved 4 new projects on October 16, 2019. Funds needed to be reallocated to complete the new projects. See the schedule of changes attached at the end of this report. The changes are in red. David Wilson moved that the WIFA funding modifications per the schedule be approved. Alan Kleinman seconded the motion. The motion carried unanimously.
- IV. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING A GRANT/LOAN APPLICATION WITH THE USDA.** Sharon Hillman. There was no update. The application still needs to be completed by the office staff.

## 9. NEW BUSINESS

- I. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPROVING THE FINAL AUDIT REPORT FOR FY 2018/2019 FROM HINTON BURDICK.** Sharon Hillman. The 2019 audit report was finalized and sent to PSWID for acceptance. There are no recommendations as all records reviewed are in compliance with the Rules and Regulations and Internal Controls in place. The audit report will be posted to the website. Larry Bagshaw moved that the 2019 audit report be accepted as presented. Tammy Albright seconded the motion. The motion carried unanimously.
- II. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING AWARDING A CONTRACT TO FORTILINE WATERWORKS AND METERING SERVICES INC., IN THE AMOUNT OF \$945,000 TO REMOVE, REPLACE, AND INSTALL APPROXIMATELY 3200 RADIO READ METERS.** Cato Esquivel. Mike Ellis from Master Meter (Fortiline Waterworks and Metering Services, Inc.) presented the radio read meters to the board and explained how they worked and their accuracy. We can use the company's cooperative agreement with the City of Phoenix to purchase these without going out to bid. The board members asked questions about the water meters and their installation and the process of retrieving data from them. Also discussed was the time savings for the meter readers and the office staff

and the increased revenue from more accurate meter reads. Alan Kleinman moved the chairman be authorized to enter into a contract with Master Meter in the amount of \$946,000 to remove, replace and install approximately 3230 radio read meters. Sharon Hillman seconded the motion. The motion carried unanimously.

- III. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING AWARDING A JOC CONTRACT TO APACHE UNDERGROUND IN THE AMOUNT OF \$400,000 TO INSTALL 3500 LINEAR FEET OF 6-INCH WATERLINE IN FOSSIL CREEK ROAD FROM WAGON WHEEL ROAD TO OLD SPRUCE DRIVE.** Cato Esquivel. Cato pointed out that the JOC contracts issued to both Apache Underground and MGC Construction needed to be renewed for another two years as part of the agenda items to be discussed. This project will provide a secondary supply source for western areas of Strawberry and also allow staff to manage break more effectively in lieu of reducing or shutting off the water to the entire community. Sharon Hillman moved that the chairman be authorized to issue a job order contract to Apache Underground in the amount of \$400,000 to complete the Fossil Creek project and also extend the JOC with them through October 31, 2021. David Wilson seconded the motion. The motion carried unanimously.
- IV. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING AWARDING A JOC CONTRACT TO APACHE UNDERGROUND IN THE AMOUNT OF \$500,000 TO INSTALL NEW 6-INCH WATERLINE AND RELOCATE THE WATER METERS SERVICES FROM THE BACK TO THE FRONT IN THE STRAWBERRY KNOLLS COMMUNITY.** Cato Esquivel. The existing waterline is black ABS pipe and requires repairs weekly. Approximately 20 meters will be moved from the backyards to the front adjacent to the roadways. Tammy Albright moved that the chairman be authorized to issue a job order contract to Apache Underground in the amount of \$500,000 to complete these improvements. Sharon Hillman seconded the motion. The motion carried unanimously.
- V. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING AWARDING A JOC CONTRACT TO MGC CONSTRUCTION CONTRACTORS IN THE AMOUNT OF \$511,455.37 TO INSTALL A NEW 6-INCH WATERLINE ALONG SR87 AND IN OLD COUNTY ROAD.** Cato Esquivel. This project will install about 3600 feet of 6 inch waterline. It will replace about 1700 linear feet of black ABS pipe in Old County Road. Also services for about 10 commercial customers will be relocated and will minimize or eliminate water outages for the restaurants in the affected area. David Wilson moved that the chairman be authorized to enter into a job order contract with MGC Contractors, Inc. in the amount of \$511, 455.37 to install a six inch water line along SR 87 and Old County Road and also extend the JOC with MGC until October 31, 2021. Alan Kleinman seconded the motion. The motion carried unanimously.

**VI. DISCUSS AND TAKE POSSIBLE ACTION REGARDING REVISING THE LANGUAGE IN THE EMPLOYEE HANDBOOK, ARTICLE 6, EMPLOYEE BENEFITS.** Jodee Smith. Jodee brought to the board's attention that there was no provision in the handbook regarding insurance coverage for part-time employees. After some discussion, she will make the recommended changes and bring it back to the board. She also requested that the employees be given Christmas Eve day off. It would give the employees 11 holidays off each year. The board agrees with this for this year only. David Wilson moved that the employees be given Christmas Eve day off for 2019. Sharon Hillman seconded the motion. The motion carried unanimously. Jodee will also rework the holiday schedule with the suggestion that the employees be given 10 holidays with one elective floating day each year. She will also rewrite the vacation policy so that only 40 hours of vacation time can be carried over each year. These will also be brought back to the board.

**VII. DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPOINTING DISTRICT STAFF TO SERVE ON THE RAGHT BOARD OF TRUSTEES.** Cato Esquivel. Since we joined RAGHT, we have discovered that staff can be the trustees and that the board members do not necessarily need to attend the meetings as the trustees. A resolution was drafted to submit to RAGHT so that the trustees will be the district manager and the benefit coordinator. Sharon Hillman moved that Resolution 08-16-2018R be approved to reflect the changes. David Wilson seconded the motion. The motion carried unanimously.

**VIII. DISCUSS THE LYNN REED DEVELOPMENT ALONG SHARYN RD, PINE.** Cato Esquivel. Cato brought a request for water service to three parcels of approximately two acres each to the board. The owner developing the parcels will pay the cost of installing a 3 inch water main to the parcels to the end of the cul-de-sac. This was provided to the board for information only.

**10. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON DECEMBER 19, 2019.** David Wilson moved that the December meeting be cancelled. Tammy Albright seconded the motion. The motion carried unanimously.

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

