

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

Regular Meeting

Thursday November 19, 2020 at 6:00 p.m.

PSWID Administrative Office

6306 W Hardscrabble Rd.

Pine, AZ 85544

1. CALL TO ORDER

Alan Kleinman called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE

Led by Alan Kleinman

3. PRAYER

Offered by Tammy Albright

4. ROLL CALL OF BOARD MEMBERS

Conducted by Alan Kleinman: Board members present: Alan Kleinman, Sharon Hillman, Tammy Albright, David Wilson, and Larry Bagshaw. A quorum was present. Riley Snow, the district's attorney and Paul Hendricks were present via phone. Robert Arbuthnot, the general manager, was also present.

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

October 22, 2020 – Sharon Hillman moved that the minutes be approved. David Wilson seconded the motion. It was approved unanimously.

November 11, 2020 – Sharon Hillman moved that the minutes be approved. David Wilson seconded the motion. It was approved unanimously.

6. REPORTS TO THE BOARD

- a. District Attorney's Report –Riley Snow is reviewing the district's easements for the USDA loan.
- b. WIFA/EUSI Program Manager's Report – As posted to the website. Actions taken: Larry Bagshaw moved that the board authorize the General Manager and Chairman to assign the engineering on pipeline replacement projects P6 and P7 to EPS, P8 and P9 to Sunrise, and P 10 and P11 to Painted Sky. Sharon Hillman seconded the motion. The motion carried unanimously. Sharon Hillman moved that the board authorize EUSI to contact the three engineering firms under contract to get estimates on project P19 the System Wide Water Model.
- c. Chairman's report- As posted to the website.
- d. Treasurer's report – As posted to the website.
- e. Secretary's report – none
- f. Personnel Advisory Group Report – Tammy Albright reported that the group reviewed the new hire checklist and determined it was fine to continue to use. They reviewed the offer letter for Robert Arbuthnot to act as the General Manager for the next 6 months. They authorized posting the board position and ad, but decided to wait until January to post the General Manager position. The new board member will be chosen in December.

- g. District Manager’s Report –As posted to the website. As part of the report, Ben Rowe, from the field staff gave a presentation on the status of the wells and the production issues. Also two plaques will be ordered to honor Forrest McCoy’s service to the board. One will hang in the office and the other will be presented to his wife.

7. CALL TO THE PUBLIC

None

8. OLD BUSINESS

- I. DISCUSS AND TAKE POSSIBLE ACTION REGARDING AN UPDATE ON THE USDA GRANT/LOAN.** Sharon Hillman. The team is continuing to work on the letter of conditions. The bankers have been working with the 2020 audit report and are preparing to submit the loan package to their credit department. They are recommending the district hire its own legal counsel. Sharon contacted Bill DeHann to see if he would do it, Riley Snow said he could also do it. Compass Bank has not yet determined the prepayment penalty for the loan payoff.
- II. DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE LEGALITY OF TIME PAYMENTS FOR IMPACT FEES AND/OR METER FEES FOR CUSTOMERS WANTING TO CONNECT TO PSWID.** Robert Arbuthnot/Riley Snow. Riley said that this is really a policy decision. Most of the board members were against time payments for the fees and doing so could be an accounting headache for the customer service team. No action was taken.
- III. DISCUSS AND TAKE POSSIBLE ACTION REGARDING OBTAINING AN EASEMENT FROM STODGHILL EXCAVATING FOR A VAULT ON THEIR PROPERTY ON WAGON WHEEL IN EXCHANGE FOR TWO METER CONNECTIONS.** Robert Arbuthnot. The Stodhills paid the impact fees for the two connections, are getting the property surveyed in order to have the easement drawn up, and will also get the property appraised. No action was taken until the survey and appraisal are completed.
- IV. DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE ADVERTISEMENT FOR A NEW BOARD MEMBER AND THE NEW GENERAL MANAGER.** Larry Bagshaw. The ad for the board member had to be ordered yesterday in order to be in Friday’s Roundup and has already been done. The Personnel Advisory Group still wants the General Manager position ads to wait until January. No action was taken.

9. NEW BUSINESS

- I. DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE DEFINITION OF RESIDENTIAL CUSTOMERS IN THE DISTRICT’S RULES AND REGULATIONS.** Sharon Hillman. Sharon suggested that the board add language to Article IV of the rules and regulations. It was suggested to add under Section 1.3 “The residential classification listed above is still current. If a customer titles their residential property in the name of a Corporation, S Corporation, LLC , or any

business name and wishes the services in that business name, the base rate for that residence will be charged at the commercial rate. The customer has the option for the service to be in the business name or their personal name. Therefore, the district will title the account in the name provided and the account will be charged accordingly.” Sharon Hillman moved that the verbiage be added. Larry Bagshaw seconded the motion. The motion carried unanimously.

- II. DISCUSS AND TAKE POSSIBLE ACTION REGARDING CONTRACTING WITH AN ENGINEERING FIRM FOR THE SYSTEM WIDE WATER MODEL.** Paul Hendricks. This was discussed during Paul’s report. See the action information on 6.b.

10. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON DECEMBER 17, 2020. Tammy Albright moved that there be no December board meeting. David Wilson seconded the motion. The motion carried unanimously. There will be a special meeting held to select the new board members and possible for more USDA information.

11. MOTION TO ADJOURN. David Wilson moved the meeting be adjourned. Sharon Hillman seconded the motion. The motion carried unanimously.