

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

Regular Meeting

Thursday April 22, 2021 at 4:00 p.m.

PSWID Administrative Office

6306 W Hardscrabble Rd.

Pine, AZ 85544

1. CALL TO ORDER

Alan Kleinman called the meeting to order at 4:00 p.m.

2. PLEDGE OF ALLEGIANCE

Led by Alan Kleinman

3. PRAYER

Offered by Larry Bagshaw

4. ROLL CALL OF BOARD MEMBERS

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

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

March 25, 2021 Regular Meeting Minutes. Sharon Hillman moved that these be approved. Ray Headings seconded the motion. The motion carried unanimously.

6. REPORTS TO THE BOARD

- a. WIFA/EUSI Program Manager's Report – As posted to the website.
- b. Treasurer's report – As posted to the website.
- c. Secretary's report – As posted to the website
- d. General Manager's Report –As posted to the website.
- e. District Attorney's Report –Riley Snow reported that he had drafted the Resolution for the Moratorium and that another attorney had contacted him regarding the moratorium.
- f. Chairman's report – No report.
- g. Personnel Advisory Group Report – Tammy Albright is working on integrating the corrective action policy into the employee handbook and will need an executive session. Ray Headings has been holding safety training classes with the field staff.

7. CALL TO THE PUBLIC

Chris Ray and Vincent Saccio had questions regarding the moratorium which were delayed and addressed in the agenda item 8.IV. Kathie Leonard asked if water for fighting fires was provided by PSWID. It is not. She wondered what had happened to the watering stage signs that used to be around the towns. She also suggested that the district have a water conservation committee to distribute information on conservation.

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 engineering contracts for the first 5 projects have been approved by the USDA. In conjunction with the WIFA Design loan funding, the engineering firms will be able to begin work on the project plans as well as the water modeling study. WIFA approved the design loan today. We should have those funds by May. Also we are hoping to get the money from the USDA loan to pay off Compass Bank soon.
- II. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING INTEGRATING THE CORRECTIVE ACTION POLICY INTO THE EMPLOYEE HANDBOOK.** Tammy Albright. This was pulled from the agenda as it needs to be discussed in an executive session.
- III. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPROVING A VULNERABILITY ASSESSMENT/EMERGENCY RESPONSE PLAN.** Sharon Hillman. ADEQ requires the District have in place an Emergency Response Plan and Risk and Resilience Assessment Plan. The District's Inspection was done in December 2020 with KUV Consultants, Inc., who are ADEQ's consultant. KUV prepared the Plans for ADEQ and ADEQ sent them to the District for review and revisions. The review and revisions have been completed and the Plans are ready to submit back to ADEQ for Certification. Once they are certified, they will be submitted to UDSA as part of the District's Letter of Conditions. Per the LOC, these plans need to be updated every 3 years. The Plans were paid for on behalf of the District by ADEQ. They are Confidential; therefore, they are not for distribution other than requesting Agencies, Board Members, and Employees of the District for their information and use. Sharon moved that the board approve the plans for the district's records. Larry Bagshaw seconded the motion. The motion passed unanimously.
- IV. **DISCUSS AND MAKE A BOARD RESOLUTION REAFFIRMING THE MORATORIUM ON ISSUING WILL SERVE LETTERS.** Alan Kleinman. Alan read parts of the Resolution 04-22-2021 and summarized other parts of it. The audience was allowed to ask questions and comment on it. Chris Ray, Vincent Saccio, Mark Zellers and another person who did not submit a blue card all had comments and questions. Please refer to the audio of the meeting to hear the discussion. Mr. Zellers had started inquiries about getting service in October of 2019, but had not followed up until after March 25, 2021. He is now building his home and needs water for construction. It was suggested that he get water trucked in, as we cannot make any exceptions. Alan Kleinman closed the discussion and called for a motion. Sharon Hillman moved that the board approve Resolution 04-22-2021. Ray Headings seconded the motion. The motion carried unanimously. The Resolution is attached at the end of the minutes.

9. NEW BUSINESS

- I. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING A RECOMMENDATION FOR ENGINEERING CONTRACTS FROM THE SUPPORT SERVICE COMMITTEE.** Sharon Hillman. The Support Services Committee met yesterday and reviewed the

submittals which were sent in response to the RFQ which was posted and published on March 16, 2021. Six firms submitted proposals by the April 9, 2021 deadline. The committee members reviewed and discussed the proposals and recommended the board issue contracts to all 6 firms. These firms are EPS Group, Sunrise Engineering, Geo-Logic Associates, Tally Ho Engineering, Michael Baker International, and Quantum Engineering. Sharon moved that the board issue contracts to all 6 firms. Larry Bagshaw seconded the motion. The motion carried unanimously.

10. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON MAY 27, 2021.

- I. USDA Update
- II. RCAC study session prior to meeting
- III. Setting up a system for monthly reports on the district’s wells.
- IV. System for following up on customer complaints.
- V. Executive session for discussing the Corrective Action Policy incorporation into the Employee Handbook.

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

Pine-Strawberry Water Improvement District Board of Directors

Resolution 04-22-2021

MORATORIUM ON SERVICE CONNECTIONS

WHEREAS, in their meeting of March 25, 2021, the Board of Directors of Pine-Strawberry Water Improvement District discussed the projected forecast of lack of water availability within the boundaries of the District; and

WHEREAS, in that same meeting via affirmative vote the Board approved a moratorium on new water service connections; and

WHEREAS, the Board considers it in the best interest of the public and the District to set forth parameters and criteria on its water service moratorium;

NOW, THEREFORE, IT IS RESOLVED AS FOLLOWS:

- 1. The Board has determined it necessary to implement a moratorium on new water service connected within the boundaries of the District due to the following conditions:
 - a. severe and on-going drought conditions have lowered the water table in the area of several District wells, resulting in their inability to reliably draw water;

- b. the lower water table has resulted in a significant reduction in the District's available water supply;
 - c. drought conditions are forecast to continue for the foreseeable future;
 - d. in 2020, the District was required to reduce water deliveries due to a lack of water availability - this condition is expected to occur again in 2021;
 - e. the District does not currently operate sufficient wells to meet requested demand;
 - f. the District is experiencing system leaks from yet to be determined sources that result in significant water losses;
 - g. COVID conditions have led to consistent increase in water demand as more homes located within the District's boundaries have experienced increased habitation and use;
 - h. increased use of the District's existing facilities under such circumstances is likely to result in significant and potentially dangerous wear on the District's infrastructure.
2. In light of the above conditions, the District's Board has determined that it is not in the best interests of the District or its customers to authorize additional new service connections at this time.
 3. Any service connections that have been committed to by the District, prior to March 25, 2021, will be honored to the extent possible given present water supplies.
 4. Notwithstanding the foregoing, the District Board desires to resume the establishment of new service connections as soon as reasonably practicable.
 5. Accordingly, the District Board shall reevaluate this moratorium, and determine whether or not it is in the best interests of the District to continue the same, prior to the end of the 2021 calendar year.
 6. Factors the District Board expects to review and evaluate prior to the end of the 2021 calendar year include, but are not limited to, the following:
 - a. The results of a pending engineering review of District facilities, which is expected to be release prior to the end of 2021;
 - b. The discovery and repair of those factors causing the significant losses of pumped water the District is presently experiencing;
 - c. A notable decrease in water service demand;
 - d. A significant improvement in present drought conditions and/or water availability conditions.

APPROVED AND ADOPTED this 22 day of April, 2021.

Alan Kleinman, Board Chair

Lawrence Bagshaw, Board Secretary

APPROVED