

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

Regular Meeting

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

PSWID Administrative Office

6306 W Hardscrabble Rd.

Pine, AZ 85544

1. CALL TO ORDER

Tammy Albright called the meeting to order at 4:03 p.m.

2. PLEDGE OF ALLEGIANCE

Led by Tammy Albright

3. PRAYER

Offered by Larry Bagshaw

4. ROLL CALL OF BOARD MEMBERS

Conducted by Tammy Albright: Board members present: Tammy Albright, Raymond Headings, George Gorkowski, Roger Childers, and Larry Bagshaw. A quorum was present. Paul Hendricks, EUSI, David Dickinson, the General Manager, and Sharon Hillman, the Finance Manager were also present. Riley Snow, the district's attorney was present via Go To Meeting.

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

May 27, 2021 Regular Board Meeting

May 27, 2021 Study Session

July 10, 2021 Public Hearing: Roger Childers moved that all the minutes be approved. George Gorkowski seconded the motion. The motion passed 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 – Larry Bagshaw suggested that the board again review the Will Serve Policy.
- d. General Manager's Report –As posted to the website.
- e. District Attorney's Report –none
- f. Chairman's report – none
- g. Personnel Advisory Group Report – Raymond Headings is continuing the safety training for the field staff and is currently doing the 10 hour OSHA training. We need to do sexual harassment training.

7. CALL TO THE PUBLIC

Christy Mikesell was there to see if PSWID could at least approve the infrastructure engineering plans for her 48 acre subdivision off of Whispering Pines Road near Solitude Trails. She doesn't

expect water service, but would like to have the water lines installed by her contractor. She reported that some homes are being built already. The General Manager will review the plans Louis Presti wanted to know about water service to his lot on Tomahawk in Strawberry. No service is available at this time due to the moratorium and there is no estimate on when it would be lifted.

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. Board resolutions have been provided to USDA for both loans along with other requested items. Loan documents are being prepared for the first phase of \$5,040,000 and for the deep well loan of \$1,497,000. The title company has opened escrow and is securing title policies as required. It is expected these loans will close in early August. The engineering contracts for the first six projects have been approved by 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. The WIFA Design loan was approved, and funds are currently available for reimbursement of all engineering fees through June. The first request was submitted on July 20, 2021.

9. NEW BUSINESS

- I. DISCUSS AND TAKE POSSIBLE ACTION REGARDING ISSUING CONTRACTS TO SUNRISE ENGINEERING.** Sharon Hillman. The district awarded the engineering contract to Sunrise engineering for the Pine Mountain Acres and White Oak Waterline Replacement projects. The contract was reviewed by the team and forwarded to USDA for approval. That approval was received on June 9, 2021. The contract now requires board approval. George Gorkowski moved that the contract with Sunrise Engineering in the amount of \$157,700.00 for the 2 projects be approved and the Chairman or Vice Chairman be authorized to sign the documents. Larry Bagshaw seconded the motion. The motion carried unanimously.
- II. DISCUSS AND TAKE POSSIBLE ACTION REGARDING ISSUING A JOC CONTRACT TO KEAR CIVIL CONSTRUCTION.** Sharon Hillman. KEAR Civil Construction responded to the district's request for JOC Contractors. The district wants to award a JOC contract to KEAR for Task Order work for any WIFA or District project. The contract now requires board approval. George Gorkowski moved that the board approve the KEAR Civil Corporation JOC contract and authorized the Chairman or Vice Chairman to sign the document. Roger Childers seconded the motion. The motion carried unanimously.
- III. DISCUSS AND TAKE POSSIBLE ACTION REGARDING ISSUING A JOC CONTRACT TO APACHE UNDERGROUND.** Sharon Hillman. Apache Underground & Excavating, LLC responded to the District's request for JOC Contractors. The districts want to award a JOC contract to Apache Underground for Task Order work for any WIFA or District projects. The contract now requires district approval. Larry Bagshaw moved that the JOC contract with Apache Underground be approved and the Chairman or Vice Chairman be authorized to sign the

document. George Gorkowski seconded the motion. The motion carried unanimously.

IV. DISCUSS AND TAKE POSSIBLE ACTION REGARDING ISSUING A JOC TASK ORDER TO APACHE UNDERGROUND FOR THE COOL PINES B AND C WATERLINE PROJECT. Sharon Hillman. The districts would like to issue a JOC Task Order to Apache Underground for the Cool Pines B & C Waterline Project. The amount is not available at this time, but it is not to exceed \$600,000. Larry Bagshaw moved that the Task Order for the Cool Pines B & C Waterline Project be awarded to Apache Underground in an amount not to exceed \$600,000 and that the Chairman or Vice Chairman be authorized to sign the document. Roger Childers seconded the motion. The motion carried unanimously.

V. DISCUSS AND TAKE POSSIBLE ACTION REGARDING SETTING UP KPI FOR THE STAFF. Larry Bagshaw. Larry would like to set up key performance indicators for customer service, the field staff, and financial matters. He currently cannot find the old ones that the prior board had set up for CH2 and requested that this be tabled. Larry then moved to table this. George Gorkowski seconded the motion. The motion carried unanimously.

VI. DISCUSS AND TAKE POSSIBLE ACTION REGARDING SETTING UP A WATER THEFT POLICY WITH APPROPRIATE FINES. Larry Bagshaw. Larry requested that the district come up with a theft policy. Currently metered water can be billed and unauthorized connections are cut off. Riley Snow did not think a policy was needed. As the district does water line replacement projects, they are finding unauthorized connections. Board members asked Larry to draft something up for the next meeting. Roger Childers moved that Larry draft up a policy for the next meeting. George Gorkowski seconded the motion. The motion carried unanimously.

VII. DISCUSS AND TAKE POSSIBLE ACTION REGARDING THE ONGOING LEAK DETECTION ACTIVITIES. This was covered in the General Manager's report.

VIII. DISCUSS AND TAKE POSSIBLE ACTION REGARDING RESTORING THE DISTRICT'S HISTORICAL WELL DATA AND PROVIDING WELL REPORTS TO THE BOARD REGULARLY. This was also touched on in the General Manager's report and is being worked on by staff.

10. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON AUGUST 26, 2021.

- I. USDA/WIFA update.
- II. Construction contracts for the approved engineering projects.
- III. Engineering contracts for the next set of USDA projects
- IV. Name the newly appointed RAGHT trustee.
- V. Theft Policy
- VI. KPI.

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

APPROVED