

PINE-STRAWBERRY WATER IMPROVEMENT DISTRICT

Regular Meeting
Thursday Sept. 2, 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 4:00p.m.

2. PLEDGE OF ALLEGIANCE

Led by Tammy Albright

3. PRAYER

Offered in prior study session

4. ROLL CALL OF BOARD MEMBERS

Conducted by Tammy Albright: Board members present: Tammy Albright, George Gorkowski, and Larry Bagshaw. Alan Kleinman was present via Go To Meeting. 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:

July22, 2021 Regular Board Meeting George Gorkowski moved the minutes be approved. Larry Bagshaw seconded the motion. The motion carried unanimously.

6. REPORTS TO THE BOARD

- a. WIFA/EUSI Program Manager's Report – As posted to the website. In the future this will be combined with the General Manager's report.
- b. Finance Manager's Report – As posted to the website.
- c. Treasurer's report – As posted to the website.
- d. Secretary's report – none.
- e. General Manager's Report –As posted to the website.
- f. District Attorney's Report –none
- g. Chairman's report – none
- h. Personnel Advisory Group Report – none

7. CALL TO THE PUBLIC

Thomas Reski asked to be considered for any open board position.

8. OLD BUSINESS

- I. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING A DISTRICT WATER THEFT POLICY.** Larry Bagshaw. The board requested that Larry draft a policy at the last meeting. After reviewing the Rules and Regulations, he decided

that a policy was not required as anyone getting water through an unauthorized hookup would have to pay all the required meter fees, impact fees, and security deposits in order to get PSWID water. No action was taken.

- II. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING KEY PERFORMANCE INDICATORS FOR THE STAFF.** Larry Bagshaw. The district had KPIs in place when CH2M was the operator. He suggested that the board have KPIs in place for the employees and the district. Some board members thought that KPIs for the employees was the general manager's prerogative, but that it would be a good idea for the district to establish some key performance indicators for itself. George Gorkowski moved that the district form a committee of board members and the public to establish district KPIs and that he was willing to chair the committee. Larry Bagshaw seconded the motion. The motion carried unanimously.

9. NEW BUSINESS

- I. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING ISSUING USDA CONTRACTS TO THE FOLLOWING:** Sharon Hillman

- i. **GEOLOGIC ASSOCIATES FOR THE DEEP WELL IN STRAWBERRY NOT TO EXCEED \$199,956.**
- ii. **QUANTUM ENGINEERING INC FOR THE SCADA SYSTEM NOT TO EXCEED \$549,000.**
- iii. **MICHEAL BAKER INTERNATIONAL FOR THE PORTALS 1, 2, &3 PROJECT NOT TO EXCEED \$459,987.**

These were discussed in the study session prior to this meeting. Alan Kleinman moved that USDA contracts be issued to the firms listed above in the amounts specified. Larry Bagshaw seconded the motion. The motion carried unanimously.

- II. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING SIGNING THE JOC CONTRACT FOR MGC CONSTRUCTION.** Sharon Hillman. MGC Construction submitted the JOC contract to PSWID and it needs to be signed and returned to them. George Gorkowski moved that the board approve the MGC Contractors JOC contract and authorize the chairman or vice chairman to sign the document. Larry Bagshaw seconded the motion. The motion carried unanimously.

- III. **DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPROVAL OF THE CHANGES TO THE EMPLOYEE GUIDEBOOK.** Sharon Hillman. The name changed from the Employee Handbook and all mentions of district manager were changed to general manager. Also section 6.13 was changed to read that an employee does not receive compensation for accumulated sick leave upon termination of employment and section 2.5 was changed from Employee Grievances to Employee Complaints. Larry Bagshaw moved that the changes to the Employee Guidebook be approved effective July 2021. George Gorkowski seconded the motion. The motion carried unanimously.

- IV. DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPROVAL OF CHANGES TO THE DISTRICT’S RULES AND REGULATIONS.** Sharon Hillman. The Rules and Regulations have been modified to make the change from District Manager to General Manager. There were a few administrative changes required as well. George Gorkowski moved that the changes to the Rules & Regulations be approved effective September 2021 and the Chairman or Vice Chairman and Secretary be authorized to sign. Larry Bagshaw seconded the motion. The motion carried unanimously.
- V. DISCUSS AND TAKE POSSIBLE ACTION REGARDING BOARD APPROVAL OF THE RESOLUTION TO APPOINT RAYMOND HEADINGS TO BE THE RAGHT TRUSTEE AND MORGAN MOTZ AS ALTERNATE TRUSTEE.** Sharon Hillman. The trustees need to be updated. A resolution has been drafted with the changes specified in this item and needs to be signed. Larry Bagshaw moved that the board approve Trustee Resolution #09022021 to appoint Raymond Headings as the RAGHT Trustee and Morgan Motz as the alternative RAGHT Trustee and authorize the Vice Chairman and Secretary to sign the document. George Gorkowski seconded the motion. The motion carried unanimously. Note: The district’s attorney, Riley Snow, has already signed it.
- VI. DISCUSS AND TAKE POSSIBLE ACTION REGARDING ACCEPTING ALAN KLEINMAN’S RESIGNATION AS CHAIRMAN AND ELECT A NEW CHAIRMAN.** Tammy Albright. Alan Kleinman submitted his resignation as chairman of the board. Tammy Albright asked Raymond Headings if he would accept the position of board chairman and he had agreed. Larry Bagshaw moved that Raymond Headings be appointed chairman of the board. George Gorkowski seconded the motion. The motion carried unanimously.
- VII. DISCUSS AND TAKE POSSIBLE ACTION REGARDING APPOINTING CHRISTY MIKESSELL TO THE WATER ENHANCEMENT COMMITTEE.** Larry Bagshaw. Christy Mikesell asked if she could be on the Water Enhancement Committee. Tammy Albright appointed her to the committee
- VIII. DISCUSS AND TAKE POSSIBLE ACTION REGARDING PONDEROSA WATER COMPANY HAVING THE METERS SUPPLIED BY PSWID FOR THEIR CUSTOMERS INSTALLED AND THE CONSTRUCTION OF THE INTERCONNECT TO PSWID FOR FUTURE WATER PURCHASING.** Sharon Hillman. This was discussed in the study session prior to this meeting. George Gorkowski moved that the board approve the construction of the Interconnect between PSWID and Ponderosa Water for future water purchases from PSWID depending on water availability. Larry Bagshaw seconded the motion. The motion carried unanimously.

10. IDENTIFY POTENTIAL AGENDA ITEMS FOR THE NEXT SCHEDULED BOARD OF DIRECTORS MEETING ON SEPTEMBER 23, 2021.

- I. Update on metrics
- II. Swearing in of new board member
- III. Ponderosa Water sales agreement

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

APPROVED