

MAYER DOMESTIC WATER IMPROVEMENT DISTRICT

12994 Central Avenue

P.O Box 416

Mayer, Arizona

Board Meeting Minutes

11-6-13

Regular session

CALL TO ORDER:

Pat Champion, Board Chairperson, called meeting to order at 2:35 p.m.

ROLL CALL OF BOARD MEMBERS:

Julie Voss, Pat Champion and Gordon Nelson were present. Kevin Jones arrived at 3:30

Discussion of bids for tank project:

Emery suggests that we run an ad for the tank project twice. 2 separate days, can be consecutive if wanted. Sheila says that we would need to get an affidavit to prove that we did it twice. We should also give it 10 days at least for proposals to come in. It was also suggested that we check to if it's okay to run in the daily courier and the Arizona republic for maximum exposure for bids.

January 16th meeting is where we are going to open bids. It will be before our regular board meeting at 4:30. We will have all bids in by 4:00pm that day and run a special session meeting before hand to discuss the bids. Sheila said we will print up a special agenda made up for the special meeting on the 16th of January. Emery said that it should only take about 30 minutes to process the bids presented by the contractors. We could then score the bids and then propose the top two bids in the regular meeting. Emery explained to the board once again what the process

would be like with the proposals. Sheila also explained that whichever contractor gets the bid will have to pay in a performance/payment bond. It is essentially a down payment that shows the contractor is honest and is going to get the job done.

Sheila also said that we need to make sure that the contractor signs something that states that their work is warranted. Emery said that is typically how it works, there is some sort of agreement worked out on paper between the company and the contractor. Emery assured Casey that the tank would be properly prepped with the right paint so it doesn't chip off from sun damage. Pat was also concerned and was just happy that all bases would be covered.

Pat said that the contractors need to be mindful of the fact that there are people that live around this project and that it should be worked on during normal working hours. Mainly due to the fact that there are going to be a lot of generators and small engines running and it would be a nuisance to the neighbors. Also some of the districts staff will be overseeing and we don't want to be paying overtime. So 8:00am-4:00pm is the recommended time of work. The board agreed that it would be an inconvenience.

ADJOURNMENT:

Kevin made a motion to adjourn, Gordon seconded. The meeting was adjourned at 4:12pm.