

Minutes for Timberland Acres Special Road District #1 – Special Meeting

September 21, 2023 at TA Community Center, 6282 Juniper Ridge Road

Trustees in attendance: Darryl Sleighter, Chair
 Cary Houser, Vice-Chair - Not in Attendance
 Gerald “Jerry” Irving, Treasurer
 Kristine Sleighter, Clerk/Secretary
 John Powell, Culvert/Driveway Consultant

1. Call to Order and Confirmation of a Quorum.

Darryl called the meeting to order at 5:00pm and confirmed the presence of a quorum.

2. Pledge of Allegiance.

Darryl led the Pledge.

3. Bull Elk Run Chip Seal Contract Introduction – Chairman.

Darryl provided an introduction and overview of the Bull Elk Run chip seal contract process the board engaged in. The decision was made during the July 22, 2023, meeting the Vice-Chair would reach out to vendors capable of completing the chip seal project for estimates rather than engage in the closed bid process. The reasoning behind this decision is historically the board does not receive multiple bids for the work thereby stalling or postponing chipseal work due to lack of vendor interest. The board decided to obtain a minimum of three bids as required when the work is in excess of \$100,000.00. The experience has been when we publish public notice for bids we seldom get bids and if we do it is one bid maybe two, never three. The Vice-Chairman contacted asphalt companies provided by Cameron Crandell and each of the three who provided estimates are based out of Tucson, Phoenix and Utah. In total, we contacted five companies, only three companies provided estimates.

For the last 5 years Bull Elk Run has been the planned chip seal project. The chip seal project was delayed due to installation of a larger water line along the length of Bull Elk Run. The water line installation was completed early in 2022, the road board then proceeded with the chip seal project. Cameron Crandell has installed an ABC material base on Bull Elk Run and added another culvert to aid in drainage in preparation for chip seal work. In this meeting, the board will go through a verification process to ensure all estimates submitted are legitimate, determine if board members (or relatives) have a conflict of interest with any of the vendors, allow board member discussion of vendor estimates received, verify the district has the funding to complete the project, offer a call to the public to address residents concerns, and then board members will decide to select and award the contract to a vendor.

4. Verification of Vendor Bids/Estimates - Secretary.

Kristine stated she called each vendor who submitted a bid/estimate and verified with the owner of the company the details of each bid/estimate. Each call is documented on the Board Member Conflict of Interest Validation Form for the Bull Elk Run chip seal project.

Kristine stated while talking with the owners of Arrowhead Asphalt, the owner stated the estimate was valid through September 27, 2023 and required 50% prior to work start and 50% at completion. Kristine identified this was not on the estimate. During the phone call the owner updated the contract on their business portal and provided an updated estimate to her. Both estimates are available for board review.

Professional Asphalt of Arizona’s phone system identified the company, but their voicemail was full. Kristine was unable to talk with a company representative.

Kristine spoke with the owner of Sarver Asphalt owner and verified the estimate was legitimate.

5. Board Member Conflict of Interest Validation - Chairman.

Darryl stated the Board Member Conflict of Interest Validation Form was created to identify if a board member (or relative) conflict of interest exists with a vendor. Darryl explained this form identifies if there is a pecuniary or proprietary interest in the decision by a board member or a relative. Also, if any board member or their relative has scheduled road work with any of these companies a conflict exists. Board members were given the opportunity to review the form and declare if a conflict of interest exists. No board members identified a conflict of interest, and each board member signed the form.

6. Board Discussion of Bids/Estimates - Chairman.

Darryl went through the three estimates:

*Arrowhead Asphalt - \$158,000.00. The first bid was for \$190,00.00. The owner of the company called Darryl and spoke with him about the contract cost and lowered the estimate to \$158,000.00 as he wants to get the work completed as quickly as possible and all required equipment is already in the White Mountains west of Timberland Acres off Hwy 260 due to another project. He also stated he has the materials available to complete the project. Darryl explained the timeframe of our procurement process and the details the district must accomplish, emphasizing the timeline will be the districts timeline.

*Professional Asphalt estimate amount is \$216,883.00.

*Sarver Asphalt estimate amount is \$210,000.00.

All three companies articulated the work to be completed in detail on their estimates. Estimates are all projected to change in October as fuel costs are estimated to increase.

Darryl opened the discussion to board members:

We can provide the water to each company, this has already been approved by the TASWD.

Kristine stated she likes that Arrowhead Asphalt already has the equipment here which realizes a savings of over 50K compared to other estimates. Also, it is prudent we get the chip seal completed prior to the day temperature dropping to/below 50 degrees Fahrenheit.

Jerry asked if we know how long it would take to complete the work. Darryl said no, his experience is one or two days, and the project would be completed quickly.

Darryl identified the base of Bull Elk Run is in excellent shape at this time and it is in our interest go get the chip seal completed prior to the fall/winter season.

Board members discussed vendor interest, cost of materials, ability to get the work completed before fall/winter sets in.

7. Financial Validation - Treasurer.

Jerry identified the last statement from Navajo County reflects a balance of \$222,000.00. The district has one outstanding warrant of \$938.00, leaving a balance of \$221.062.00.

Jerry stated the district has the funds to complete the Bull Elk Run chip seal project.

8. Call to the Public:

No comments.

9. Selection/Award Bull Elk Run Contract - Chairman.

Darryl asked the board members to state their first vendor choice.

Each board member present stated Arrowhead Asphalt was their first choice.

Darryl moved to accept the bid/estimate submitted by Arrowhead Asphalt, second by John, unanimously approved.

Darryl stated he would notify Arrowhead Asphalt, schedule a meeting with the owner and our Treasurer, obtain a copy of their insurance, business license, photo identification, and send out public postings as to the status of the project going forward.

10. Adjourn. Darryl moved to adjourn, second by Jerry, unanimously approved.