

**MEETING OF THE TOWN OF CAREFREE, AZ UTILITIES COMMUNITY  
FACILITIES DISTRICT BOARD OF DIRECTORS AND THE BOARD OF DIRECTORS  
OF THE CAREFREE WATER COMPANY, INC.**

**WHEN:** TUESDAY, NOVEMBER 2, 2021

**WHERE:** ZOOM ONLINE MEETING ID: 322 972 9660\*

**TIME:** 4:00 P.M.

**CALL TO ORDER**

**Attending:**

Chairman Les Peterson

**Absent:**

None

**Board Members:**

John Crane

Vince D'Aliesio

Tony Geiger

Stephen Hatcher

Mike Johnson

Cheryl Kroyer

**Also Attending:**

Greg Crossman, District Manager and Water Company General Manager; Gary Neiss, Carefree Town Administrator; Michael Wright, District and Water Company Attorney; Tracy Grunden, CVL Consultants; Ken Kawamoto, Achen-Gardner; Kandace French Contreras, District Clerk and Water Company Secretary.

Chairman Peterson opened the meeting at 4:00 p.m.

**AGENDA**

**ITEM #1      Approval of the August 3, 2021, UCFD/CWC meeting minutes**

Board Member Kroyer **MOVED TO APPROVE** the August 3, 2021, UCFD/CWC meeting minutes. **SECONDED** by Vice Chairperson Crane. **CARRIED** 6-0.

**ITEM #2      Recognition of new Board Member, Michael Johnson.**

Chairperson Peterson and the Board welcomed new Board Member Mr. Michael Johnson.

**ITEM #3      Review, discussion, and possible action to approve Resolution 2021-16 authorizing the Chairman of the Board of Directors to enter into Engineering Services Contract No. C2021-05 with Coe and Van Loo II L.L.C. for**

## **Construction Administration and Inspection (CA&I) Services for the Carefree Water Consolidation Project.**

Greg Crossman, District Manager and Water Company General Manager presented via PowerPoint background and details of the Carefree Water Consolidation project. Displaying a map depicting the Town of Carefree water service area which highlighted neighborhoods A (Southwest Carefree), B (West Carefree), and C (Northwest Carefree). Mr. Crossman explained, the goal and thrust of the Carefree Water Consolidation project is to transition the areas within the Carefree service area, from Cave Creek water over to the Carefree Water Company system.

District Manager Crossman informed the group that a strong professional team has been built to support the implementation of this project. A representative from each respective entity was present:

- Carefree UCFD/CWC – Owner
- Coe & Van Loo – Design Engineer
- Achen – Gardner – Construction Mgr. at Risk
- Innovative Contracting & Engineering – Independent Cost Estimator
- Construction Administration and Inspection (Being Recommended Tonight)

Mr. Crossman provided a timeline and information regarding the selection process. The Request for Qualifications (RFQ) was sent out on July 06, 2021, resulting in 4 Statements of Qualifications (SOQ's) being received. Those SOQs were reviewed by the Carefree Water Company and Town of Carefree Staff. Oral interviews were held on September 09, 2021, resulting in a final recommendation of the most qualified firm to fill the role of Construction Administration and Inspection for the Carefree Water Consolidation project.

Acknowledging all 4 SOQs received as exceptionally qualified firms, Mr. Crossman provided the decision from the panel was to recommend Coe & Van Loo (CVL) as the most qualified firm. Some of the services that CVL will be providing include:

- Project Management During Construction
- Contractor review and coordination
- Review and responses to; shop drawings, request for information and O & M manuals
- Construction inspection
- QA materials testing
- Project close-out

District Manager, Crossman provided contract details and responded to questions and comments from the Board.

Referencing the slide which provided an overview of services provided, Mr. Crossman provided clarification for Board Member Hatcher, of what the scope and oversight of the work will entail. Informing, there will be formal weekly meetings with all contractors associated with the project.

Vice Chairman Crane commended Coe & Van Loo, stating that they have been a good contractor to work with. In addition, Vice Chairperson Crane recognized that the contract talked a lot about public outreach. Asking, will this be something that Coe & Van Loo is responsible for? Mr. Crossman responded, yes, public outreach is part of their contract and they do have a sub-contractor who will

be coordinating a lot of their public outreach along with himself (District Manager Mr. Crossman) to ensure that it is one cohesive effort. Additionally, the Town of Carefree website and social media will both be platforms that will be utilized for public outreach.

Board Member Johnson asked if the fee is based on cumulative staff hours and the number of people assigned to the project? Mr. Crossman responded, yes, there is a matrix of staff hours, that are presented at the end of the scope of work in the contract that details the amount of hours associated with the fee.

Board Member Hatcher **MOVED TO APPROVE** Resolution 2021-16. Authorizing the Chairman to enter an engineering services contract, with Coe Van Loo (CVL) for Construction Administration and Inspection services in an amount not to exceed \$708,146.00. **SECONDED** by Vice Chairperson Crane. **CARRIED**, 7-0.

**ITEM #4**      **Review, discussion, and possible action to approve Resolution 2021-17 authorizing the acquisition of properties necessary for the construction the Carefree Water Consolidation Project.**

Greg Crossman, District Manager and Water Company General Manager presented via PowerPoint, background and details pertaining to the property acquisition associated with the Carefree Water Consolidation project. Mr. Crossman explained, the Carefree Water Consolidation project is mainly a pipeline construction project. 90-95% of the pipelines will be constructed in roadways and within existing right of ways that the Town of Carefree already has and most of the facility construction will be at existing sites which includes, a new water storage reservoir and booster pump station upgrades.

District Manager Crossman outlined property acquisition needs associated with the project:

- New water storage reservoir site (Initiated and formalized through the courts)
- 2 pipeline alignments – Spanish Boot to Ocotillo Ridge, (2<sup>nd</sup> water feed into upper neighborhood C) & Black Mtn. Foothills to Carefree Foothills, (Primary water feed to upper neighborhood A).
  - Waterline easements
  - Temporary construction easements
- 1 booster pump station – Peaceful Place, (Booster pump needs to be upgraded to serve portions of neighborhood B)
  - Property exchange (corrects property boundary issues with Liberty Utilities)

Mr. Crossman displayed maps depicting the locations and details of the project areas.

District Manager Crossman outlined the property acquisition process for waterline easements and temporary waterline easements acquisition for pipeline construction:

- Formal property appraisal
- Independent appraisal review
- Offer development based on appraisal
- Submission to property owners
- Escrow closing

District Manager Crossman explained, Resolution 2021-17 is a mechanism to approve the acquisition of the properties associated with the Carefree Water Consolidation project. This allows them to:

- Complete the process and make offers to the affected property owners.
- Authorizes the expenditure of funds to complete transactions
- Does not authorize condemnation/eminent domain

Mr. Crossman responded to question from Board Member Hatcher who asked if the purchase of the small pieces of land is more cost-effective long term than acquiring a temporary 6-month easement to access the subject areas to complete the work that needs to be done, or is it cheaper to acquire the land in order to move forward? Mr. Crossman explained, legally the land needs to be acquired to have permanent rights to be on the land and the most cost-effective way to do that is to not buy the land fee title, it's to buy an easement associated with the property.

Board Member Kroyer **MOVED TO APPROVE** Resolution 2021-17, authorizing the Utilities Community Facilities District, District Manager, Greg Crossman to pursue the acquisition of properties necessary to support the Carefree Water Consolidation Project. **SECONDED** by Board Member Hatcher. **CARRIED**, 7-0.

**ITEM #5**      **Review, discussion and possible action to approve Resolution 2021-18 authorizing the Chairman of Board of Directors to enter into Construction Services Contract No. C2021-06 with Achen-Gardner Construction, LLC for Guaranteed Maximum Price (GMP) A1, Tom Darlington Water Storage Reservoir - Site Preparation Work associated with the Carefree Water Consolidation Project.**

Greg Crossman, District Manager and Water Company General Manager presented via PowerPoint, details of the construction services contract for the Carefree Water Consolidation Project associated with site preparation for the Tom Darlington water storage reservoir.

Mr. Crossman outlined for the Board the Guaranteed Maximum Price (GMP) nomenclature. Explaining, the GMP to be considered at this meeting is GMP A1 – Tom Darlington water service reservoir site preparation which includes:

- Native plant salvage
- Clearing and grubbing
- Excavating and hauling
- Miscellaneous site preparation work

Mr. Crossman provided details of the construction services contract with Achen-Gardner Construction, L.L.C. and benefits of the site preparation approval. Informing, the term of the contract is 60 days with an amount not to exceed \$823,901.06.

District Manager Crossman acknowledged that construction is a disruption and reminded that it is temporary. Adding, measures will be taken to minimize impact while being sensitive to concerns of the neighboring residents as well as the Boulders HOA. The goal is to get in and out of the site as

quickly as possible, approximately in 6-9 months. The contractor is aware of the sensitivity of the site. Adding, it is important to keep the end game in mind, not what the site looks like during construction but how it will look at the end of construction after site restoration.

Mr. Crossman provided elevations illustrating how the proposed underground water storage reservoir site will be vegetated at completion.

Mr. Crossman concluded that the Carefree Water Company is committed to being a good neighbor and here for the long haul. The goal is to expedite construction and get the site blending into the neighborhood.

Vice Mayor Crane asked if approved, when will the initial work commence? Initially, necessary steps need to be taken such as native plant salvage etc. Tentatively, the start of construction activity will begin mid-November. Achen- Gardner agreed with that tentative timeline.

Board Member D'Alesio asked how public outreach will be handled. Mr. Crossman informed that he will be available to have open dialog and communication with residents and reiterated, the Town of Carefree website and social media will both be platforms that will be utilized for public outreach.

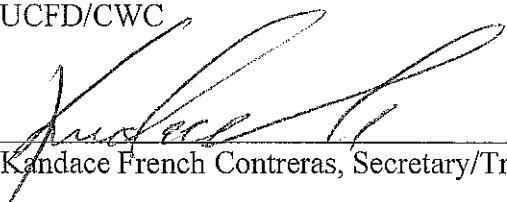
Board Member Geiger **MOVED TO APPROVE** Resolution 2021-18 authorizing the Chairman of Board of Directors to enter into Construction Services Contract No. C2021-06 with Achen-Gardner Construction, LLC covering guaranteed maximum price A-1 for site preparations for the Tom Darlington water storage reservoir. This contract is in an amount not to exceed \$823,901.06. **SECONDED** by Board Member Hatcher. **CARRIED**, 7-0.

**ITEM #6**      **Adjournment.**

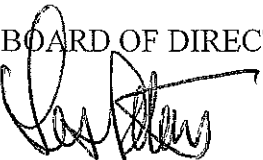
The meeting was adjourned by unanimous consent at 5:00 p.m.

DATED this 2<sup>nd</sup> day of November, 2021.


UCFD/CWC

  
Kandace French Contreras, Secretary/Treasurer

BOARD OF DIRECTORS

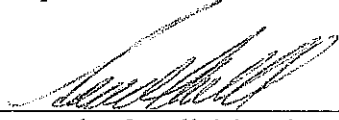
  
Les Peterson, Chairman

Attest:

  
Kandace French Contreras, Secretary/Treasurer

CERTIFICATION

I certify that the foregoing minutes are a true and correct copy of the minutes of the meeting of the Carefree Water Company/Utilities Community Facilities District Board of Directors held on November 02, 2021. I further certify that the meeting was duly called and held and that a quorum was present.



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Samantha Gesell, Planning Clerk