

PINETOP-LAKESIDE SANITARY DISTRICT

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**REGULAR SESSION
MINUTES**

February 19, 2020

1. CALL TO ORDER

Board Chairman Place called the Board meeting to order at approximately 6:00 PM.

2. OPENING CEREMONY

Board Member Whittle led the Board, Staff and Legal Counsel in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were: Patrick B. Place, Board Chairman, Paul W. Meier, Secretary, Diana W. Butler, Board Member and Neal Whittle, Board Member. Staff Members present were: David J. Smith, District Manager, Mark Heberer, Finance Manager, and Marcia Theiner, Accounting Clerk II, and Legal Counsel for the Governing Board.

Christopher C. Kengla, Board Vice-Chairman was excused.

4. CONSENT AGENDA

Board Member Meier made a motion approving the Consent Agenda, as presented by Staff for January 2020, and Minutes of December 11, 2019, Regular Session. Board Member Butler seconded.

Motion passed unanimously.

5. CALL TO THE PUBLIC

Board Chairman Place read the Call to the Public statement and opened the Call to the Public at approximately 6:10 PM.

There was not a response: therefore Board Chairman Place closed the call to the Public at approximately 6:10PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chairman Place did not have a report.

Board Secretary's Report.

Board Secretary Meier did not have a report.

Manager's Report.

Update – Collection System Departments activities.

The District Manager reported that the Collection System crew cleaned 4,710 linear feet of sewer line, televised 12,508 linear feet, 34 manholes inspected while televising lines. Inflow and infiltration inspections found several areas for repair. The Crew removed and replaced media in the Compost Facility Bio-Filter. Built a containment area for shredded cardboard/paper. PDH training for pumps, motors, and waste water sampling was completed. Rusted pipe was replaced at the Hansen Lift Station.

Update – Plant Department activities.

The District Manager reported that the average daily flows for the month of October were 1.15 mgd; organic removal was at 98%, nitrogen results 3.4 mg/L. Composting Facility received 24 tons of cardboard/paper from Waste Management. Compost produced tons. The District sold 25 yards of compost. New equipment mixed 20 loads (400 cu. yds.), required temperatures have been maintained. With the new equipment it takes 4 hours to process a load of material which is half the time as the Rotary BioMixer (Digester). That is a 50% labor savings.

Report on Public Records Requests and provided in a timely manner:

1. Employment contract for District Manager
2. PLSD Emergency Response Plan
3. PLSD Emergency Operation Plan

The District Manager's Reports concluded.

Accounting Report

The Finance Manager reported third Residential and Commercial billing complete. Commercial user fees are up last fiscal year. Expenses are in line with a little cash surplus. There were two new connections for the month of January.

The Finance Manager Reports concluded.

7. BUSINESS

A. Discussion and possible action regarding the presentation by Gary Atkins concerning current & future of the Rotary BioMixer (Digester).

Discussed keeping the digester operational to show potential buyers. Mr. Atkins suggested retaining the services of a broker/sales agent for sale, demolition, and removal of the digester. Compensation to broker would not exceed ‘ten dollars and other good and valuable consideration’. Rebate value received through the sale would go to the District’s ratepayers. Mr. Atkins said the advantages of the proposal would be:

1. Customer investment fully satisfied. (fiduciary compliance)
2. Makes full value usage of current asset. (the digester)
3. No need for additional repair to the digester. (financial savings)
4. Usable building space made available. (asset management)
5. Leaves the digester in operation for sales/promotion/marketing purposes. (asset management)
6. New equipment is placed into service right away. (use of asset)

Legal Counsel for the Governing Board stated that if have a broker selling the digester the District has potential liability. He suggested keeping the sale of the digester in house as much as possible. The District does not want a 3rd party making representation. Wording on written agreement has to be worded carefully.

Board Secretary Meier directed the District Manager to work with Legal Counsel for the Governing Board for the proper language to draw up an agreement, and put Agenda Item on Future Agenda. Board Member Butler seconded.

By consensus there was no action taken.

B. Discussion regarding the March 6, 2020 LCR Coalition Meeting.

Board Member Place and Board Member Meier will be attending.

C. Discussion and possible action regarding a Fee Schedule for copying public records.

Finance Manager presented the following fee schedule:

Document copy: single side .10 double sided .20 per copy (letter/legal)
single side .15 double sided .30 per copy (11 x 17)

Specialized copies: cost of services provided by outside facilities

Audio copy: cost of replacement cassette at the time of request

Digital copy: cost of replacement electronic medium at the time of request

Board Secretary Meier made a motion to approve the Fee Schedule, Board Member Whittle seconded.

Motion passed unanimously.

D. Discussion, consideration, and possible action regarding replacing the 2005 Cat Wheel loader

The recommendation is to approve the purchase of a 2020 Cat 918M from Empire Machinery and Caterpillar Inc. for the price of \$141,985 with taxes estimated at \$7,800. Empire estimated the trade-in value of the District's 2005 906 wheel loader to be \$12,000. The estimated net cost for the District is \$134,185.

Replacing this wheel loader is a necessary expense for continual operations of the compost facility.

Board Secretary Meier made a motion to approve the purchase of a 2020 Cat 918M if net cost is not to exceed \$149,850. Board Member Butler seconded.

Motion passed unanimously.

8. FUTURE AGENDA ITEMS

Board Chairman Place requested that the following Agenda items were scheduled for the Board Meeting of March 11, 2020.

A. Current & future of the Rotary BioMixer (Digester).

Board Chairman Place directed the Board Members that if they have any items for the Agenda to contact the District Manager.

9. ADJOURNMENT

Board Chairman Place adjourned the meeting at approximately 7:10 PM.

Adopted and approved this 11th Day of March, 2020.

c/c Patrick B. Place
Patrick B. Place, Board Chairman