

PINETOP-LAKESIDE SANITARY DISTRICT

2600 W. ALISA LN. * LAKESIDE, AZ 85929 * PHONE (928) 368-5370 * FAX (928) 368-6039

**REGULAR SESSION
MINUTES
MARCH 11, 2020**

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Vice-Chairman Kengla 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, Christopher C. Kengla, Board Vice-Chairman, Paul W. Meier, Board Secretary, Diana W. Butler, Board Member. Staff Members present were: Mark Heberer, Finance Manager, and Marcia Theiner, Accounting Clerk II, and Legal Counsel for the Governing Board.

Excused: Neal Whittle, Board Member
David J. Smith, District Manager

4. CONSENT AGENDA

Board Secretary Meier made a motion approving the Consent Agenda, as presented by Staff for February 2020. 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 6:05 PM.

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

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.

Finance Manager Heberer reported that the Collection System crew cleaned 13,700 linear feet of sewer line, televised 15,000 linear feet, 68 manholes inspected. Several pump stations clogged with rags.

Update – Plant Department activities.

Finance Manager Heberer reported that the average daily flows for the month of February were 1.22 mgd; organic removal was at 97%, nitrogen results 4.0 mg/L. Composting Facility received 36.3 tons of cardboard/paper. Compost produced was tons. The District sold 1 yard of compost.

The Joint Meeting with Navopache, the Town of Pinetop-Lakeside, Blue Ridge School and the District is scheduled for April 13, 2020 at Blue Ridge Administration Building at 6:30pm.

Board Secretary Meier reported that he has been in checking with District Manager Smith regarding how the new composting equipment is working out. The District Manager said with the new equipment the process to mix a load of compost takes half the time and less man power than the old method using the Rotary BioMixer (Digester) which is a cost savings.

Finance Manager Heberer stated the new process makes a much more controlled mixture.

District Manager Smith sent a memorandum to the Board reporting Gila County has visited our composting facility several times over the past couple of years in an effort to develop a

composting plan for the county. Recently they have visited our facility again and the staff member for Gila County has put together a proposal for a composting trial and would like to rent our equipment for a two or three day composting trial. District Manager Smith offered to sell them our Rotary BioMixer, but they declined the offer.

The District Manager's Reports concluded.

Accounting Report

Finance Manager Heberer reported the District gained two new connections in February. Permit inquires are up with construction season approaching. Revenue expenses are a little off, and we are below budget on payroll. Finance Manager Heberer reported he is considering hiring a part time employee for the front office.

The Finance Manager Reports concluded.

7. BUSINESS

A. Discussion, consideration, and possible action regarding a detailed plan for the sale of the Rotary BioMixer (Digester).

District Manager Smith reported the District is looking into classified advertisement for the sale of the used equipment. Biocycle, Resource Recycling and WE&T currently don't offer a classified section. Waste Today does offer a classified section at a cost of \$8.15 per line with a \$35 minimum.

Contact was also made with Enviro-Group Sales and they will advertise this equipment on their website of used composting equipment. Their expectation is that they add \$5,000 onto the price for equipment sold up to \$100,000 and \$10,000 for equipment over \$100,000.

Nelson Machinery International has also been contacted and pictures were also included. We could follow up with them to determine their interest. They specialize in Rotary Kilns and other heavy cement equipment.

Aaron Equipment also markets used equipment. They might be in the market for the Rotary BioMixer refurbished to be used for something else. They do not have a lot of interest for this type of equipment.

If the District wants to have a contract with a broker, the District would need to advertise a RFQ2020 (Request for Qualifications) and have interested parties submit their statements of qualifications.

The liability to the District could include miss-representing the equipment of the District. A third party would have to work very closely with the District with scheduling equipment viewing and have a clear understanding of the history and use of the equipment.

Board Secretary Meier authorized management to proceed to request RFQ2020 proposals.

Board Member Butler seconded. Motion passed unanimously.

- B. Discussion, consideration and possible action regarding Resolution No. 2020-01, a Resolution Authorizing and Amending the Boundaries of the Pinetop-Lakeside Sanitary District; for the inclusion of certain real property Assessor's Parcel Number 411-67-005, property owner – Joseph A. Maas, property location 4188 Pinetree Ln., Pinetop, AZ 85935

Board Secretary Meier motioned to amend the boundaries of the Pinetop-Lakeside Sanitary District. Board Vice-Chair Kengla seconded. Motion passed unanimously.

8. FUTURE AGENDA ITEMS

Board Chairman Place requested that the following Agenda items were scheduled for the Board Meeting of April 8, 2020.

- A. GPS collection system.
- B. RFQ2020 proposals.
- C. Start budgeting process for FYE June 30, 2021.

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 6:35 PM.

Adopted and approved this 13th Day of May, 2020.

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