

PINETOP-LAKESIDE SANITARY DISTRICT

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**REGULAR SESSION
MINUTES
MAY 13, 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, 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.

4. CONSENT AGENDA

Board Secretary Meier made a motion approving the Consent Agenda, as presented by Staff for March 2020 and April 2020 bills and invoices... Board Vice Chairman Kengla 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 6:10PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chairman Place did not have a report except to say he was glad everyone was present and healthy.

Board Secretary's Report.

Board Secretary Meier did not have a report.

Manager's Report.

Update – Collection System Departments activities.

District Manager Smith reported that the Collection System crew cleaned 2,400 linear feet of sewer line, televised 11,400 linear feet, 44 manholes inspected/replaced 4 manhole rings and covers. Almost daily pump removal resulting from rags.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of March were 1.50 mgd and April 0.84 mgd; organic removal was at 98%, nitrogen results for March 1.92 mg/L and April 8.3 mg/L. Composting Facility received tons of cardboard/paper. Compost produced was tons. The District sold 121 yard of compost.

The District's front office has been closed to the public for six weeks. Staff setup a table & payment box in the entry and talk to customers through the glass doors. Permits are being e-mailed to property owners.

Collection crew is riding in separate trucks to work locations. They are working on the Districts grounds and not cleaning as many lines as jetting creates mist and there is no conclusion yet as to the effect of COVID-19.

Board Secretary Meier reported he spoke with District Manager Smith about the cardboard the District is getting from Waste Management. Mr. Smith said the cardboard we get from the public and City of Pinetop-Lakeside is very clean. Waste Management's is very dirty with a lot of non recyclable material in it. Also the plant is using less cardboard with the new composting process. Mr. Smith has had Waste Management stop bringing cardboard to us for four weeks now as the plant has plenty. Board may want to consider not using Waste Management's cardboard.

The District advertised for Statements of Qualifications to be turned into the office by the 23rd of April did not result in any submissions. Aaron Equipment continues to provide their help by advertising the equipment on their website.

The District has also been in contact with an engineering firm to help us understand what we can expect to have a GIS/GPS system operational for the District. We do understand some of the benefits and need to understand the cost involved with build and maintaining this program. The current situation we are in has slowed the process down, but hope to have more information soon. The county may allow the District to overlay our sewer system on the map available on their website. The district would have to pay their contractor to add this layer on the maps.

The District Manager's Reports concluded.

Accounting Report

Finance Manager Heberer reported the District gained seven new connections in March and nine in April. Permit inquires are up with construction season approaching. The District is over budget on revenue and will have a positive cash flow. Finance Manager Heberer reported the auditors for Henry & Horne will be at our office July 20-July 22 for the FYE 6/30/2020 audit.

The Finance Manager Reports concluded.

7. BUSINESS

- A. Discussion, review, consideration, and possible action regarding changes to the General Clerk Job Description.

Board Secretary Meier motioned to approve changes to the General Clerk Job Description. Board Member Butler seconded. Motion passed unanimously.

- B. Discussion, consideration and possible action regarding Resolution No. 2020-05, a Resolution Authorizing and Amending the Boundaries of the Pinetop-Lakeside Sanitary District; for the inclusion of certain real property Assessor's Parcel Number 212-09-130A, property owner – Jay and Ellesse Kempton, property location 4990 Pine Dawn Rd., Lakeside, AZ 85929

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

- C. Discussion, Consideration and possible action regarding the approval to purchase an engine for the Cat 906 Front end loader.

Board Vice-Chair Kengla motioned to approve the purchase of an engine for the Cat 906 Front end loader. Board Member Butler seconded. Motion passed unanimously.

- D. Discussion, consideration and possible action regarding, Resolution No. 2020-02, a Resolution Calling Board Member Election.

Board Vice-Chair Kengla motioned to approve Resolution No. 2020-02. Board Member Butler seconded.

- E. Discussion, review, consideration and possible action regarding changes to Rules and Regulations, Article IV Sections 7 & 9 Owner's Responsibility for Payment of Sewer User Fees.

Board Secretary Meier motioned to approve the changes to Article IV Sections 7&9, Owner's Responsibility for Payment of Sewer User Fees. Board Member Butler seconded.

- F. Discussion, consideration and possible action regarding the District's Operating and Non-Operation Budget for Fiscal Year End: 2020.2021; Rates and Fees; Revenue – Operational and Capital; Recap of Operations: Expenses – Collections, Treatment and Administration; Expenses and Revenue; Capital Funding Sources and Capital Project Expenditures.

Board Secretary Meier motioned to tentatively adopt the Districts Operating and Non-Operating Budget for Fiscal Year End: 2020/2021. Board Vice-Chair Kengla seconded.

- G. Discussion, review, consideration and possible action regarding Resolution No. 2020-03, a Resolution Setting a Time and Place for the Hearing on Fees Charged by the Sanitary District.

Board Secretary Meier made a motion to approve Resolution No. 2020-03, setting the place and time for the Hearing on June 10, 2020. Board Member Butler seconded.

- H. Discussion, consideration and possible action regarding Resolution No. 2020-04, a Resolution tentatively adopting a Budget for Publication and Setting a Time and Place for the Hearing on the Proposed Budget for Fiscal Year End 2020/2021.

Board Secretary Meier made a motion to approve Resolution No. 2020-04, setting the place and time for the Hearing on June 10, 2020. Board Member Butler seconded.

8. FUTURE AGENDA ITEMS

Board Chairman Place requested that the following Agenda items were scheduled for the Board Meeting of June 10, 2020.

- A. GPS collection system.
- B. Line extension on Oxbow
- C. Little Colorado

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 6:50 PM.

Adopted and approved this 10th Day of June, 2020.

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