

PINETOP-LAKESIDE SANITARY DISTRICT

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REGULAR SESSION  
MINUTES  
March 10, 2021

1. CALL TO ORDER

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

2. OPENING CEREMONY

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

3. ROLL CALL OF BOARD MEMBERS

Present were: Paul W. Meier, Board Chairman, Diana W. Butler, Board Vice-Chairman, Patrick B. Place, Board Secretary, John M. Beeler, Board Member and Kenney Keith, Board Member. Staff Members present were: David J. Smith, District Manager, Mark Heberer, Finance Manager, and Amber Wright, Accounting Clerk, Legal Counsel for the Pinetop-Lakeside Sanitary Board.

4. CONSENT AGENDA

*Board Vice-Chairman Butler made a motion approving the Consent Agenda, as presented by Staff for February 2021 bills, invoices, and Warrant No. 541900116 in the amount of \$402,668.57 Board Member Place seconded.*

*Motion passed unanimously.*

5. CALL TO THE PUBLIC

*Board Chairman Meier read the Call to the Public statement and opened the Call to the Public at approximately 6:04 PM. There was no response from the public, and therefore Board Chairman Meier closed the Public Hearing at approximately 6:06PM.*

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chairman Meier did not have a report.

Board Secretary's Report.

Board Secretary did not have a report.

Manager's Report.

Update – Collection System Departments activities.

District Manager Smith reported that the Collection System crew cleaned 8,829 linear feet of sewer line, televised 4,751 linear feet, 18 manholes inspected. Rick Alcorn retired March 1, 2021.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of February were 0.88 mgd; organic removal was at 96%, nitrogen results – 2.10 mg/L. Compost produced 200 cubic yards. The District sold 6 yards of compost. Belt press factory start up on February 16th.

***The District Manager's Reports concluded.***

Accounting Report

Finance Manager Heberer reported 9 new connections, and a total of 8,448 connected users. Marcia has 89 permits out at this time. Board Member Beeler asked Finance Manager Heberer about Spark light. Finance Manager Heberer stated we are still on the schedule, but don't have a firm date, Spark light is a little behind.

***The Finance Manager Reports concluded.***

7. BUSINESS

A. Odors Complaints

This topic was asked to be discussed during the Board Meeting.

No Action is required.

Odors are caused by a variety of reasons. Odors are generally a sign of operational problems such as a lack of oxygen.

"Composting is never odor-free. Even under optimum conditions for aerobic decomposition of organic matter, odors are going to form." (State of composting in the US, pg 23).

Controlling odors is an ongoing issue. The problems occur more commonly during the winter months as the doors of the building remain closed and heavy condensation adds to the problem of air movement through the piles.

Common solutions include more bulking material to increase air movement through the piles and open more of the composting building to allow better air movement through the building. Other solutions include operational monitoring and process changes.

Other solutions could include installing odor control equipment that can handle the volume of air needed to be treated.

The majority of composting facilities are located away from neighborhoods with plenty of buffer between the facility and homes or businesses.

Staff is aware of odor problems and strives to change operational conditions when they occur.

Board Secretary Place stated he asked that this be put on the agenda due to a complaint he received from a lady that lives down the street from The District. Board Member Keith asked how many complaints does The District receive? District Manager Smith replied with 3-4 a year.

B. Discussion, consideration and possible action regarding Tim Kendzlic White Mountain Venture on Parcel Sewer Connection.

Sewer Connections options for Parcel 311-50-031

The vacant parcel (311-50-031) on Woodland Lake Road is being considered to be split into three parcels.

***District Manager Smith found out before the meeting it's a District line not private line so no action is needed.***

C. Discussion, consideration, and possible action regarding changes to Job Descriptions for CSO II and CSO III.

Changes to Job Descriptions for CSO II and CSO III.

Wording was added to the CSO II position that gives responsibility for the Blue Stake program and added specific reference to the Blue Stake program for the CSO III position.

***Board Member Beeler made a motion for changes to Job Descriptions for CSO II and CSO III. Board Secretary Butler seconded.***

***Motion passed unanimously***

- D. Discussion, Consideration, and possible action regarding Resolution No. 2021-01, A Resolution to Authorize New Board Members to sign checks.

Finance Manager Heberer stated every time change in Board we need to do this. Only new Board members are Beeler and Keith.

***Board Member Beeler made a motion to approve Resolution No. 2021-01. Board Member Keith seconded.***

***Motion passed unanimously***

- E. Discussion, Consideration, and possible action regarding District Budget Planning for Fiscal Year End 2020/2021.

Finance Manager Heberer stated no major changes, Revenue's a little higher, and Expenses are less. Preliminary Budget and Proposed rates will be on next month's agenda. This will be effective July 1, 2021 for the 2021/2022 Fiscal year.

***Board Chairman Meier directed Finance Manager Heberer to proceed as normal.***

8. FUTURE AGENDA ITEMS

Board Chair Meier requested the following Agenda item be scheduled for the Board meeting of April 14, 2021.

A. Preliminary Budget and Proposed Rates.

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

9. ADJOURNMENT

Board Vice-Chair Butler adjourned the meeting at approximately 6:41 PM.

Adopted and approved this 14th Day of April, 2021.

c/c Paul W. Meier  
Paul W. Meier, Board Chairman