

PINETOP-LAKESIDE SANITARY DISTRICT

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**REGULAR SESSION
MINUTES**

September 8, 2021

1. CALL TO ORDER

Board Chair Butler called the Board meeting to order at approximately 6:00 PM.

2. OPENING CEREMONY

Board Vice-Chair Place led the Board, Staff and Legal Counsel in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

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

Excused: Paul Meier, Board Member, and Mark Heberer, Finance Manager

4. CONSENT AGENDA

Board Secretary Beeler made a motion approving the Consent Agenda, as presented by Staff for August 2021 bills and invoices... Board Vice-Chairman Place seconded.

Motion passed unanimously.

5. CALL TO THE PUBLIC

Board Chairman Butler read the Call to the Public statement and opened the Call to the Public at approximately 6:02 PM. There was no response from the public, and therefore Board Chairman closed the Public Hearing at approximately 6:03PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chairman Butler did not have a report.

Board Secretary's Report.

Board Secretary Place did not have a report.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 14,354 linear feet of sewer line, televised 18,656 linear feet, 89 manholes inspected. Manhole Rehab starts at end of September.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of June were 1.11 mgd; organic removal was at 98%, nitrogen results – 1.50 mg/L. Compost produced 250 cubic yards. The District sold 62 yards of compost.

Board Chairman Butler said thank you to District Manager Smith for working with Barbara Bruce for tv deal it was great, all board members agreed and said thank you.

Board Chairman Butler asked if the chips that are coming in, is that for the compost?
District Manager Smith stated yes new chips that we are getting are staying inside the building so no contamination happens.

The District Manager's Reports concluded.

Accounting Report

District Manager Smith reported for Mark Heberer, Finance Manager who was excused from meeting that ladies up front are good, and happy. There has been a lot of Change of Ownerships. He stated audit possibly ready for board approval in October.

The Finance Manager Reports concluded.

7. BUSINESS

A. Discussion, Consideration, and possible action regarding Sewer line extension on Pioneer Lane.

This proposal was discussed in a previous Board meeting. Property owners on Pioneer wanted to connect to sewer, however the only option currently would require installing a pump station and pumping the wastewater about 600' to a gravity line. The property owners are willing to pay a connection fee considerable more than normal because they understand this would mainly benefit their properties.

Staff is asking for Board approval to allow an engineering review on this project, so we understand the costs of this sewer extension project.

Board Member Beeler made a motion to approve an Engineering study for Sewer line extension on Pioneer Lane, Keith seconded

Motion passed unanimously.

B. Discussion, consideration and possible action regarding Annexation Fees.

The practice of The District has been to collect annexation fees for ½ an acre if parcels were larger and the remainders of the fees were collected once the property sold or was divided up.

The problem is that The District often has lost out on collecting the remainder of the annexation fees because of not finding out about splits. Property owners were also caught off guard because of both the fees and the fact that according to Navajo County ad valorem taxes are being paid. The county does not know that the District only collects a percentage of the fees when a property is annexed, so they show the property in the District paying taxes.

Administration has tried to correct the problem by collecting all of the annexation fees up front. This has created another issues from customers that have received letters stating what annexation fees would be based on ½ an acre.

A suggested solution would be that the District charges annexation fees based on the use of the property much like how connection fees are charged. Connection fees are charged based on the impact to the District, which is the size of the water meter. If a property owner has a 5 acre parcel and has a single home, they would be assessed annexation fees based on the water meter size. If this property is split, the new owners would be assessed according to the same fees. The District would need to start out with a baseline map that shows all properties within the District boundaries at a specific time and after that point any annexation fees and encourage annexation to the District.

District Manager Smith explained in The District Vs. out of The District. Stated Mark, Finance Manager is supposed to be contacting county to get map/parcel numbers of all of our connected users.

Board Chairman Butler asked so are we actually ready to make a change in Annexation fees? District Manager Smith replied not yet, Bill and I will talk and work on things should only take a couple of hours.

C. Discussion regarding update on Clarifiers Rebuild.

Several companies have been contacted concerning the project to rebuild the clarifiers. We have received one (1) proposal so far and the others needed more time to develop or revise their proposals.

District Manager Smith stated he has now received two (2) proposals, Ecova says they are very busy, and I contacted four (4) companies.

Will update everyone at the next meeting.

D. Discussion regarding GIS/GPS System.

We visited with PACE Engineering and they will be putting together a proposal to help the District with the goal of having a working GIS/GPS system. We sent them some as-built drawings of parts of our system and they put together a demonstration of what they could do for the District. They are now working on the cost for this project and this will be on a future agenda for discussion.

District Manager Smith showed system on the TV, and said there is also an app on phone that the guys can use.

Board Secretary Beeler asked are those satellite pictures or a drone? Mr. Smith replied with satellite pictures.

Board Member Keith asked are they going to come back with the cost then? Mr. Smith answered yes, they are working on a proposal.

8. FUTURE AGENDA ITEMS

1. Clarifier Rebuild

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

9. ADJOURNMENT

Board Chairman Butler adjourned the meeting at approximately 6:50 PM.

Adopted and approved this 13th Day of October, 2021.

c/c Diana W. Butler
Diana W. Butler, Board Chairman