

PINETOP-LAKESIDE SANITARY DISTRICT

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REGULAR SESSION

MINUTES

February 8, 2023

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Member Butler led the Board and Staff in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were: Patrick B. Place, Board Chair, John Beeler, Board Vice Chair, Kenny Keith, Board Secretary, and Diana W. Butler, Board Member. Staff Members present were: David J. Smith, District Manager, Amber Wright, Office Supervisor, Sarah Heck, Accounts Receivable.

Paul Meir, Board Member was excused.

Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District attended by conference call.

4. CONSENT AGENDA

Board Member Butler made a motion approving the Consent Agenda, as presented by Staff for December 2022 bills and invoices, January 2023 bills and invoices, and Warrant No. 541900123 in the amount of \$276,750.00. Board Member Beeler seconded.

Motion passed unanimously.

5. CALL TO THE PUBLIC

Board Chair Place read the Call to the Public statement and opened the Call to the Public at approximately 6:03 PM. There was no response from the public, and therefore Board Chair Place closed the Public Hearing at approximately 6:04PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Place did not have a report.

Board Vice-Chair Report.

Board Vice-Chair requested District Manager Smith to present the plaques to employees Ken Caldwell and Mariah Tatum for participating in the Patriots Pen.

Board Secretary's Report.

Board Secretary Keith did not have a report.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 1,100 linear feet of sewer line, televised 3,000 linear feet, 15 manholes inspected.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of November were 1.34 mgd, organic removal was at 94%, nitrogen results 2.20 mg/L. No compost produced; no compost sold.

We got our Clarifier parts in. Three trucks came in today and one will be coming in tomorrow.

Tomorrow the Collection Crew will be in Confined Space Training for most of the day. This is put on by Donald Sutton from RWAA (Rural Water Association of Arizona) which we are a member of.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright reported 1 new connection, and 1 suspension in January, bringing the District up to 8,659 connections. The front office is running smoothly. We started our cross training as planned. We now have an online portable for our rate payer on the Website where they can register and be able to see up to a one year history and if there is a balanced owed. This is a feature through Donald Frey Company that we already had and rate payers have been asking for.

The Office Supervisor's Reports concluded.

7. BUSINESS

A. Discussion, regarding Employee .

The District would like to publicly recognize Bernard Serna and Steven Peterson for their public service.

Last December Benny and Steven volunteered to help unload the truck load of wreaths for “Wreaths across America” used to be placed on graves of veterans. After finishing they came across an accident and helped direct traffic and helped the person with the damaged vehicle.

The District appreciates their willingness to help others and be part of the community.

Discussion Ended

B. Discussion, Consideration, and Possible Action regarding Annexation requests from property owners.

Request for annexation of parcel #212-09-111

Resolution 2023-01 Scotts Pine Dawn LLC . Anthony Burns

The owner of this property has requested to be annexed into the District so they can connect to the sewer system. This property currently rents the building where Wagon Wheel Flooring is located.

Enclosed is the map showing the location of the parcel and the resolution for annexation. This resolution for annexation will only be effective once all fees are paid by the property owner.

Board Vice-Chair Beeler made a motion to approve Resolution 2023-01. Board Secretary Keith seconded.

Motion passed unanimously.

C. Discussion, Consideration, and Possible Action regarding Composting Operations Update.

During the past few months as composting activities have decreased, this has opened an opportunity to catch up on some needed maintenance, such as painting equipment.

The District has received notice that Kenneth Caldwell will retire at the end of April, at this time we do not feel the need to hire a replacement.

Discussion ended

D. Discussion, Consideration, and Possible Action regarding Personnel Guidelines proposed revisions.

The reasons for the changes are mainly for clarity.

First recommended change would involve changing the work week to begin on Monday.

The Personnel Guidelines the regular work week is defined as starting on Saturday does not seem logical and it creates confusion with overtime/comp time. Overtime/comp time are paid after 40 hours have been worked, so starting the work week on Saturday seems to confuse the application of the policy.

2.10 Regular Work Week

The regular workweek shall be forty (40) hours for all non-exempt employees, ordinarily to be worked in ~~Five~~ four (4) ~~eight~~ ten-hour shifts, unless otherwise directed. The work week is defined as ~~Saturday- Monday~~ through ~~Friday~~ Sunday.

Due to the nature of the service we provide the public, non-exempt personnel may be required to work a flexible work schedule which may include weekend duty along with days which are other than ten ~~eight~~ hours in length.

Second change would be to remove “Holiday” as exclusion for overtime/comp time. The reason would be if an employee is scheduled to work a weekend, but a holiday falls on Monday, the weekend duty would not be a time and a half. This would not apply to Floating Holiday where employees have a choice to use the Floating Holiday as they wish, whereas employees do not have control of Holidays scheduled during the work week.

2.80 Overtime

Overtime shall not be worked without prior approval by the District Manager or his/her designee.

Employees who are not exempt from the Fair Labor Standards Act shall receive overtime compensation for hours actually worked, *excluding any time off for paid leave, **holidays** or compensatory time* in excess of forty (40) hours during the established work week.

When hours worked reach forty (40) hours:

Overtime pay shall be at the rate of one and one-half (1 ½) times the regular rate of pay unless compensatory time is provided for such work.

Final recommended change would be to change the “Day After

Thanksgiving” as the title of the Holiday, to “Personal Day Off”.

3.10 Holidays

District employees will be paid for the following District Holidays whether or not they are scheduled to actually work on that Holiday. Holiday pay will be based on the scheduled hours worked in a normal day.

The District recognizes the following ten (10) Holidays as paid holidays.

New Year’s Day	Independence Day	Day after Thanksgiving <u>Personal Day</u>
Martin Luther King Day	Labor Day	Christmas Day
Presidents’ Day	Veterans’ Day	
Memorial Day	Thanksgiving Day	

Board Member Butler made a motion to approve revising the proposed Personnel Guidelines. Board Vice-Chair Beeler seconded.

Motion passed unanimously.

E. Discussion, Consideration, and Possible Action Regarding replacement of Well Pump and Motor.

The Well that supplies water to some of the plant equipment failed last week and was pulled for inspection. We like to use our own well as Arizona Water price is high.

The pump and motor were quoted by D. S. Industrial for \$4,800 plus taxes and shipping for an estimated cost of \$5,600. The other quote from Willis Drilling was \$6,363 which included taxes and shipping.

Because of the total amount, staff is requesting approval for the purchase from D.S. Industrial in the amount of \$5,600.

Board Vice-Chair Beeler made a motion to approve the purchase of the Well Pump and Motor in the amount of \$5,600. Board Secretary Keith seconded.

Motion passed unanimously.

10. FUTURE AGENDA ITEMS

1. Budget / Fees for fiscal year 2023/2024

11. ADJOURNMENT

Board Chair Place adjourned the meeting at approximately 6:30 PM.

Adopted and approved this 8th day of March 2023

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