

**PINETOP-LAKESIDE SANITARY DISTRICT**

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

**REGULAR SESSION**

**MINUTES**

**April 12, 2023**

1. CALL TO ORDER

Board Chair Place called the Board meeting to order at approximately 6:01 PM.

2. OPENING CEREMONY

Board Member Meier 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, Paul Meier, Board Member, and Diana W. Butler, Board Member. Staff Members present were: David J. Smith, District Manager, Amber Wright, Office Supervisor, Marcia Theiner, Accounting Clerk II, Mariah Tatum, General Office Clerk.

Devin White, 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 March 2023 bills and invoices, Board Member Meier 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 6:02 PM. There was no response from the public, and therefore Board Chair Place closed the Public Hearing at approximately 6:03PM.***

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Place did not have a report.

Board Vice-Chair Report.

Board Vice-Chair Beeler did not have a report.

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 2,800 linear feet of sewer line, televised 12,764 linear feet, 71 manholes inspected.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of March were 1.99 mgd, organic removal was at 91%, nitrogen results 6.80 mg/L. Compost sold-58 cubic yards of new and 9.5 cubic yards of old.

Due to the heavy rains a few weeks back, the treatment plant influent and effluent pumps were going 100% for 24 hours and still could not keep up. The manhole overflowed at our cattle guard and the clarifiers were also overflowing. Which will need to be remedied eventually. Crews spent a lot of time looking for leaks and have identified multiple locations that will require more work.

This was reported to ADEQ along with multiple conversations and all is well on our end.

All the grit and rocks going down the sewer lines due to the rain bent our step screen. We had the parts on hand to fix it. Reidhead pulled it out, our crew rebuilt it and had it back together the following day. Reidhead came back a few days later and dropped it back in the hole.

The Grit Remover Gear Reducer was failing. On February 16<sup>th</sup> we had placed an order for a new one with a 16 week lead time. It did fail during the storm but to our surprise, the new one showed up the day after it failed.

A biosolid inspection was done of the facility on April 11<sup>th</sup> and all went well.

Board Member Meier asked about Blue Hills and composting as to what percentage is being trucked and what is being composted. District Manger Smith said about 20% is being composted right now and that will increase as everything is drying out and the crew being able to screen more. We did not haul this week and will be short staffed for the next 3-5 weeks so we may not be making much compost during that time.

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

Accounting Report

Office Supervisor Wright reported 5 new connections, bringing the District up to 8,666 connections. The District is over on revenue due to septage receiving. The last billing for the Fiscal Year was just sent out. Mark was here and gave a good refresher course and believes we will be ready for the audit which was confirmed by Baker/Tilly for the week of July 17<sup>th</sup>.

*The Office Supervisor's Reports concluded.*

7. BUSINESS

A. Discussion, Consideration and possible action relating to the following: Rotation of the District's Board of Director's positions. Board Chairman, Board Vice-Chairman, Board Secretary, Board Member and Board Member.

Per the District Board's Bylaws after the Board of Directors have served a position for ten months a Rotation of the Board of Directors takes place.

*Board Member Butler made a motion to approve the rotation of the Board... Board Vice-Chair Beeler seconded.*

*Motion passed unanimously*

B. Discussion, Consideration, and possible action regarding proposed Changes to Position Descriptions.

Discussion regarding the requirement to hold a valid CDL for all Treatment Plant Operator positions. This would only pertain to new employees being hired on as current employees are "grand-fathered" in.

*Board Vice-Chair Beeler made a motion approving the changes to the Position Descriptions, Board Member Meier seconded.*

*Motion passed unanimously*

C. Discussion, Consideration, and possible action regarding request for approval for work on the Flygt mixer supports.

Discussion regarding an underwater construction company to inspect and make repairs to the Flygt Mixer supports.

The supports that are suppose to be anchored to the bottom of the Oxidation Ditch appear to have come loose.

Once the Flygt Mixer is removed, our team would then weld tabs on it, then have the construction crew re-anchor to the bottom of the Oxidation Ditch.

Board Chair Place asked how soon we could have the work completed. District Manager Smith stated they could probably be here in 2 weeks. Rubicon has done work for us in the past and is familiar with our facility.

The two bids received were as follows:

1. Arizona Commercial Diving Services, Inc.
  - a. Daily rate of \$6,800
  - b. Estimated time needed is three (3) days for \$20,400
2. Rubicon Applied Divers
  - a. Daily rate of \$4,950 plus \$1,800 mobilization and demobilization
  - b. Estimated time needed is one (1) day totaling \$6,750

Recommended amount to approve for this project is not to exceed \$12,000 (if an extra day is required).

***Board Member Meier made a motion approving the bid from Rubicon, not to exceed \$12,000. Board Secretary Keith seconded.***

***Motion passed unanimously.***

D. Discussion, Consideration, and possible action regarding the District's Operating and Non-Operating Budget for Fiscal Year End: 2023/2024: 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.

Discussion regarding the best estimate of expenses for 2023/2024 with no increase of monthly user fees. Banking fees are going up so considering getting rid of the Lock Box and doing all payments in-house. Discussion regarding customers on Auto Pay. Board Member Meier asked what percentage is currently on Auto Pay. Office Supervisor Wright stated she believes about 30% is currently on Auto Pay. Discussion regarding passing along banking fees to customers paying with credit card payments made at the District, over the phone or online. District Manger Smith asked Legal Counsel White if we can pass along the fees to our customers or if this is a formal budgetary item that needs to be voted on yearly. Legal Counsel White stated he would need to speak with legal counsel Bill Whittington and get back to us on the fees.

***Discussion Ended. No Action Taken.***

E. Discussion, Consideration, and possible action regarding Resolution No. 2023-03, a Resolution Setting a Time and Place for the Hearing on Fees Charged by the Sanitary District.

***By consensus the Board agreed to move agenda item 7.E. to the next Board Meeting on May 10, 2023.***

F. Discussion, Consideration, and possible action regarding Resolution No. 2023-04, 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 2023/2024.

***By consensus the Board agreed to move agenda item 7.F. to the next Board Meeting on May 10, 2023.***

8. FUTURE AGENDA ITEMS

1. Answer questions regarding banking and credit card fees.
2. Agenda Items 7.E and 7.F

9. ADJOURNMENT

Board Chair Place adjourned the meeting at approximately 6:35 PM.

Adopted and approved this 10<sup>th</sup> day of May 2023

c/c John Beeler  
John M. Beeler, Board Chair