

**PINETOP-LAKESIDE SANITARY DISTRICT**

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

**REGULAR SESSION**

**MINUTES**

**September 13th, 2023**

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Vice Chair Keith led the Board and Staff in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were John Beeler, Board Chair, Kenny Keith, Board Vice Chair, Paul Meier, Board Secretary. Staff Members present were David J. Smith, District Manager, Amber Wright, Office Supervisor, Mariah Tatum, Accounts Receivable, Diana Butler, Board Member excused. Patrick Place, Board Member excused. Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District attended by conference call.

4. CONSENT AGENDA

***Board Secretary Meier made a motion approving the Consent Agenda, as presented by Staff for August 2023 bills and invoices. Board Vice Chair Keith seconded.***

***Motion passed unanimously.***

5. CALL TO THE PUBLIC

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

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Beeler did not have a report.

Board Secretary Report.

Board Secretary Meier did not have a report.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 1,585 linear feet of sewer line, televised 17, 429 linear feet, and made many manhole repairs.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of August were 0.94 mgd, organic removal was at 98%, nitrogen results 2.06 mg/L. Compost sold to in district was 91 cubic yards, and 15 cubic yards out of district.

The south clarifier project is completed and in service. It is working great.

The excavation for the overflow basin has begun and should be completed in the next few weeks.

Jim Patterson, our newest employee, went and took his wastewater I test and has passed. This will help with our weekend duty to be split amongst more employees.

We are currently looking at SCADA upgrades due to the Win911 no longer being supported with our current system.

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

Accounting Report

Office Supervisor Wright reported 5 new connections, bringing the District up to 8,702 total connections. The audit is in the final stages and we have received the draft of the findings. They have suggested we outsource the bank reconciliation which we will bring some suggestions to the next Board Meeting.

The girls up front are doing wonderful and we are getting ready for our last billing of the year.

***The Office Supervisor's Reports concluded.***

7. BUSINESS

- A. Discussion, Consideration, and possible action regarding Request for Qualifications for qualified engineering firms to help District fulfill the requirements of ADEQ for the upgrades to the Lakeside Lift Station.

The board discussed the upgrades needed to the Lakeside Lift Station and the advantages of sending out the RFQ's for qualified engineering firms.

***Board Secretary Meier made a motion to authorize the RFQ Request. Board Vice Chair Keith seconded.***

***Motion passed unanimously***

**B. Discussion and Consideration, and possible action regarding the Construction cost for the Line Extension on Pioneer Lane.**

Staff is requesting the board to allow the District to hire a contractor based on an hourly rate to avoid the contract development and other requirements normally used for bidding out a project. This is based on the size of the project.

The District would provide the labor and materials.

The three (3) local contractors and their hourly rate are as follows:

Terracon - \$140 per hour  
Pacific Ponderosa - \$225 per hour  
Mountain Underground - \$150 per hour

This project includes about 500' of 8" gravity sewer, a lift station, manholes and about 665' of 2" force main. This project is to provide service to four (4) lots off of Pioneer Lane

Cost of 8" pipe is estimated at \$11,000  
Cost of 2" pipe is estimated at \$1,800  
Manholes are estimated at \$8,000  
Lift Station is estimated at \$25,000  
Contract Labor cost is estimated at \$9,000  
Engineering cost is estimated at \$15,000  
ADEQ Submittal cost is \$3,000 which is paid  
Project Total Cost is estimated at \$73,000

***Board Secretary Meier made a motion to approve the Contract Labor with Terracon not to exceed \$10,000. Board Vice Chair Keith seconded.***

***Motion passed unanimously.***

**C. Discussion and Consideration regarding the Rules & Regulations of similar districts.**

District Manager Smith provided copies of two other Sanitary Districts rates and classifications. These will help to re-write and simplify our Fees, Rates and Classifications for the next Fiscal Year.

*No Action needed at this time. Discussion concluded .*

9. FUTURE AGENDA ITEMS

1. Review the Purchase Order Policy
2. Review the Dress Code Policy
3. RFQ's for Engineering
4. Audit Review

10. ADJOURNMENT

Board Chair Beeler adjourned the meeting at approximately 6:41 PM.

Adopted and approved this 11<sup>th</sup> day of October 2023

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