

**PINETOP-LAKESIDE SANITARY DISTRICT**

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**REGULAR SESSION**

**MINUTES**

**October 11, 2023**

1. CALL TO ORDER

Board Chair Beeler called the Board meeting to order at approximately 6:02 PM.

2. OPENING CEREMONY

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

3. ROLL CALL OF BOARD MEMBERS

Present were John Beeler, Board Chair, Paul Meier, Board Secretary, Diana W. Butler, Board Member, Patrick Place Board Member. Staff Members present were David J. Smith, District Manager, Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District, Amber Wright, Office Supervisor, Sarah Heck, Accounts Receivable.

Kenny Keith, Board Vice Chair was excused.

4. CONSENT AGENDA

*Board Secretary Meier made a motion approving the Consent Agenda, as presented by Staff for September 2023 bills and invoices, Board Member Butler seconded.*

*Motion passed unanimously.*

5. CALL TO THE PUBLIC

*Board Chair Beeler 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 Chair Place 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's 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 0 linear feet of sewer line, televised 1053 linear feet, 0 manholes inspected.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of September were 0.87 mgd, organic removal was at 98%, nitrogen results 2.94mg/L. The District sold ½ cu. yds in district, and 13 cu. yds out of District.

The overflow ditch and retention area are completed, Reidhead finished the project and straightened up the yard some while he had the road grader here.

The plant had an inspection that went well, no deficiencies. District had some questions for ADEQ about watering the grass that's on our property. The grass has no public access, not sure why we need to test every time we water the grass. The ADEQ Inspector said he would get some answers and report back. Hopefully District can go back to water the grass soon.

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

Accounting Report

Office Supervisor Wright reported no new connections in September, with 8,702 active connections. We got the 4<sup>th</sup> quarter billing done this week, and the final audit is now complete.

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

7. BUSINESS

A. Discussion, Consideration, and possible action regarding Annexation request from property owner.

1. Resolution 2023-07 Pinetop Lakes Mountain Homes 411-68-009.

The property is located on East Bermuda Circle and would require extending the main sewer line approximately 75 feet to connect to the District's sewer. The District boundary ends at the neighboring property (411-68-008).

***Board Secretary Meier made a motion to approve the annexation of APN 411-68-009. Board Member Butler seconded.***

***Motion passed unanimously.***

B. Discussion, Consideration, and possible action regarding Policy Changes.

- A. The current or adopted policy from 1998 requires all bidding purchases of \$15,000 or more to be advertised in the local newspaper at least once requesting a seal bid.

This policy increases the cost of doing business by advertising in a market that generally cannot provide the equipment or supplies needed.

The Districts practice has been to use our judgement to find suppliers where we can, locally first, but regionally as needed.

The other part of the policy requiring purchase orders on anything over \$500 is still in practice to this day. This means we are doing purchase orders for boxes of envelopes. Day-to-day business supplies can easily reach this limit. Staff believe this limit should be raised to \$1000.

District Attorney Whittington also suggests changing the provision for emergency purchases that still requires board approval. Should be modified to state you get approval from a board member. Then get entire board to ratify after the fact.

District suggests we allow our Attorney to fine tune policies so it's more up to date, for both PO and major purchases.

- B. Approved Dress Code for office staff- states that office staff should wear button up shirts with tie, slacks and polished shoe for men and for women dresses, skirts or dress slacks. Jeans or tennis shoes are considered inappropriate.

This policy seems to be geared for a different type of profession, such as banking, attorney's offices, etc.

The administration staff currently dresses respectfully and is what would be appropriate for this professional climate.

***Board Secretary Meier made a motion to have District Manager work with District Attorney to update bidding and PO process, and update dress code. Board Member Place seconded.***

***Motion passed unanimously.***

- C. Discussion, Consideration, and possible action regarding The District's Annual Audit/Financial Results for fiscal year July 1, 2022, through June 30, 2023.

The final audit results have been delivered and the Board has the opportunity for discussion and possible action to approve the 2022-2023 financial audit. This audit needs to be approved by the Board of Directors.

The auditors questioned 4 outstanding checks; these checks were refund checks to customers that never had been cashed them. They also mentioned separation of duties, which was the same as last year.

***Board Secretary Meier made a motion to approve The District's Annual Audit/Financial Results for fiscal year July 1, 2022, through June 30, 2023. Board Member Butler seconded.***

***Motion passed unanimously.***

D. Discussion, Consideration, and possible action regarding District Holiday Dinner.

Last year the District held a gathering for the holidays, and we are asking the Board if they would like to have another gathering this December.

***By consentience Board approved District Holiday Dinner.***

E. Discussion, Consideration, and possible action regarding changes to Personnel Guidelines.

The following questions are not clearly defined in our current Personnel Guidelines.

1. If an employee is out on leave for sick or workman's comp, should they still get Holiday pay?
2. Should an employee receive Holiday pay if they call in sick the day before or the day following a holiday?
3. Should employees collect vacation hours when they are on vacation or sick? Guidelines state that vacation is only accrued for hours worked.
4. Should sick leave continue to accrue if an employee is off work for an extended period.

These questions can create difficulties when attempting to administer these policies fairly. The District has talked with several other organizations and there is no clear agreement on how accrual time should occur while an employee is not at work.

The District suggests that if employee is gone for more than two weeks no vacation or sick time will accrue. Along with no holiday pay unless worked day before and after holiday, unless employee has scheduled for time off several weeks in advance.

***Board Secretary Meier made a motion directing District to update personnel policies based on District Managers recommendations. Board Member Butler seconded.***

***Motion passed unanimously.***

F. Discussion, Consideration, and possible action regarding Engineer Request for Qualifications.

Staff sent out several letters inviting engineering firms to submit qualifications (RFQ) for possible projects to upgrade the Lakeside Lift Station and possible modifications to equalization basin at the marsh. These RFQs were due on the 9<sup>th</sup> of October.

District hasn't gotten any response other than one engineering firm that stated they were too busy.

*Agenda item postponed for further discussion once bids have been received.*

8. FUTURE AGENDA ITEMS

9. ADJOURNMENT

Board Chair Beeler adjourned the meeting at approximately 6:43 PM.

Adopted and approved this 8<sup>th</sup> day of November.

\_\_\_\_\_ c/c John Beeler \_\_\_\_\_  
John Beeler, Board, Chair