

PINETOP-LAKESIDE SANITARY DISTRICT

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**REGULAR SESSION
MINUTES**

February 14th, 2024

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Chair Beeler 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, Patrick Place, Board Member. Staff Members present were David J. Smith, District Manager, Sarah Heck, Accounts Receivable, Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District.

Amber Wright, Office Supervisor, and Diana Butler, Board Member were excused.

4. CONSENT AGENDA

Board Secretary Meier made a motion approving the Consent Agenda, as presented by Staff for January 2024 bills and invoices. Board Member Place 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 6:02 PM. There was no response from the public, and therefore Board Chair Beeler closed the Public Hearing at approximately 6:02PM.

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 3 lift stations, televised 2,523 linear feet, and inspected 15 manholes. January was a hard time for the crew to take the truck out due to water freezing, they spent time looking for runoff and ground water that would get into the system.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of January were 0.83 mgd, organic removal was at 97%, nitrogen results 4.03mg/L. Plant flow has increased due to weather conditions, but not as high as last year though.

District Manager Smith introduced Toni Gessner who has been hired as the General Clerk, Toni has now been fully trained and is doing great. Staff have been replacing flooring due to water damage and flooring coming apart throughout building.

The District Manager's Reports concluded.

Accounting Report

District Manager Smith stated that front office staff have been doing lots of cross training. Staff members have been cleaning out old records and manuals. Staff is talking of changing bill cards. Office Supervisor Wright sent out proposals for new auditing companies.

The Accounting Report 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.

As of March 2024, the rotation will be Kenny Keith, Board Chairman, Paul Meier, Board Vice Chairman, Diana Butler, Board Secretary, Patrick Place, Board Member, John Beeler, Board Member.

Board Secretary Meier made a motion to approve the rotation. Board Member Place seconded.

Motion passed unanimously.

B. Discussion, Consideration, and possible action regarding Possible Board Meeting Time Change.

District Manager Smith and staff have been discussing to see if the Board of Directors would want to change Board meetings to a time during the day instead of the current 6pm time.

District Attorney Whittington stated that about half of his clients have moved to daytime meetings. Board members discussed that a Tuesday or Thursday would work best.

Board Secretary Meier made a motion starting March 2024 board meetings will move to the second Thursday of the month starting at 4pm. Board Vice Chair Keith seconded.

Motion passed unanimously.

C. Discussion regarding possible Development Projects.

Staff have been trying to keep track of possible developments within the District as we hear about them. The district knows of 15 possible projects that could take place in the coming years. Some developers have contacted the District and others are in a very preliminary stage. The current committed capacity that is on record with ADEQ is 1.7225 M.G.D. The alert level flow for our permit is 1.9 M.G.D. If these developments are constructed the estimated flow would be 0.12 M.G.D. added to the commitment list.

No Action needed at this time. Discussion Concluded.

D. Discussion, Consideration, and possible action regarding Replacement of a Truck.

The plant has a 2001 Dodge Ram 1500 that recently had the transmission replaced. The truck has about 85,000 miles on it and could be sold for more today than in a year. The plant doesn't need a new truck and could use a hand me down truck from the Collection crew. That would be the 2016 Dodge Ram with 115,000 miles on it that the inspector drives. We could replace the inspector's truck with a new Ford Ranger quoted at \$40,815 with a 3-to-4-month delivery time or a used truck for \$30,000 to \$35,000 with around 30,000 miles. Ford no longer offers government discounts on Rangers.

Board Secretary Meier made a motion to authorize District Manager Smith not to exceed \$42,500 for a truck. Board Member Place seconded.

Motion passed unanimously.

E. Discussion, Consideration, and possible action regarding Increasing Effluent Pumping Capacity.

When the plant was constructed in 1987, there were three effluent pumps installed and piping was constructed to allow for adding an additional effluent pump. An additional pump would require electrical work and piping, including valves. A larger pump is estimated to cost between \$25,000 and \$45,000, pricing to add check valves and isolation valves would be \$20,000, piping modifications is estimated at \$5,000 and electrical upgrades are around \$10,000.

The upgrade could reduce effluent overflow from the Clarifiers but would not solve the manhole overflow experienced last spring. The influent pumps have a capacity of 4800 gpm and the current set up for the effluent is 2400gpm, so there has been a miss match of pumping capacity closer to 3600gpm.

By consensus, Board agreed to allow district to add additional effluent pump.

F. Discussion, Consideration, and possible action regarding Building Remodeling.

The administration building has had some flooring come apart and has had some water damage. The plan was to replace the flooring in the hallways and crew room; however, the question was raised if we should use the same vinyl plank flooring for the entire front office area. This would obviously be a more difficult job as desk and computers would need to be relocated. The cost of replacing the floor to date is around \$4,000 for materials and rentals. So far around 1,200 sq ft of flooring has been replaced. The cost to finish the front office area is estimated at another \$3,500.

Board Secretary Meier suggested the district make all the flooring the same. The district needs to finish front office, office supervisor's office, and lab supervisor's office.

By consensus, Board agreed to allow district to finish flooring in administration building.

8. FUTURE AGENDA ITEMS

1. Change bill cards
2. Beginning of budget discussion

9. ADJOURNMENT

Board Chair Beeler adjourned the meeting at approximately 6:56 PM.

Adopted and approved this 14th day of March.

_____c/c Kenny Keith_____
Kenny Keith, Board Chair