

PINETOP-LAKESIDE SANITARY DISTRICT

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

---

REGULAR SESSION  
MINUTES

March 14<sup>th</sup>, 2024

1. CALL TO ORDER

Board Chair Keith called the Board meeting to order at approximately 4:00 PM.

2. OPENING CEREMONY

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

3. ROLL CALL OF BOARD MEMBERS

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

Diana Butler, Board Secretary was excused. Patrick Place, Board Member was excused.

4. CONSENT AGENDA

***Board Member Beeler made a motion approving the Consent Agenda, as presented by Staff for February 2024 bills and invoices. Board Vice Chair Meier seconded.***

***Motion passed unanimously.***

5. CALL TO THE PUBLIC

***Board Chair Keith read the Call to the Public statement and opened the Call to the Public at approximately 4:02 PM. There was no response from the public, and therefore Board Chair Keith closed the Public Hearing at approximately 4:02PM.***

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Keith did not have a report.

Board Secretary's Report.

Board Secretary Butler, excused.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 3,790 linear feet of sewer line, televised 12,329 linear feet, and inspected 64 manholes. Several defective lateral lines identified, plans for repairs are being made. New Ram truck was purchased from Horne in Globe for \$39,000. The engineering firm made a site visit for the Lakeside Lift Station. Concerns about the force main being blocked is being addressed and progress is being made.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of February were 1.07 mgd, organic removal was at 98%, nitrogen results 2.73mg/L.

The staff has installed the flooring in the front office area.

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

Accounting Report

Office Supervisor Wright reported no new connections or disconnects in February. This leaves our active connections at 8,722. We are still on track for budget this year. Budget planning will start this month for the next fiscal year.

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

7. BUSINESS

A. Discussion, Consideration, and possible action regarding District Budget Planning for Fiscal Year End 2023/2024.

The budget meeting in the past few years has taken place at our normal board meeting. We would like to continue this unless the board would like to take a different approach.

***Board Member Beeler made a motion to have the Budget Meeting at the next normal board meeting, April 11<sup>th</sup> at 4pm. Board Vice Chair Meier seconded.***

***Motion passed unanimously.***

B. Discussion, Consideration, and possible action regarding Board Agenda Delivery.

Staff is requesting that the Board Meeting packets be delivered on the Monday before the Board meetings.

***Board Vice Chair Meier made a motion to approve Board Meeting packets be delivered Monday. Board Member Beeler seconded.***

***Motion passed unanimously.***

C. Discussion, Consideration, and possible action regarding Customer Billing.

Staff is requesting we change from post card billing to full size paper billing. This would require the purchase of a sorter/stuff machine, new printer, envelopes with our logo & permit number and perforated billing paper with logos.

- Sorter Stuff Machine from Creative Document Systems w/ 1yr warranty \$9,497.10 includes tax, shipping, installation & training.
- Sorter Stuff Machine from Quill w/ 90day warranty \$8,620.99 +tax
- HP Printer from Quill \$1,069.99 +tax
- Envelopes (12,000) with logo & permit number from High 5 \$1355.00 +tax
- Envelopes (12,000) with logo & permit number from Allegra \$1061.35 +tax
- Perforated billing paper (12,000) with logos from High 5 \$865.00 +tax
- Perforated billing paper (12,000) with logos from Allegra \$1452.94 +tax

***Board Vice Chair Meier made a motion to approve the purchase of the Sorter/Stuff Machine from Creative Document Systems, HP Printer from Quill and Envelopes & Perforated Paper from High 5. Board Member Beeler seconded.***

***Motion passed unanimously.***

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

The estimated cost for an additional pump to the effluent pumping station is as follows:

- Pump and Motor \$30,000
- Electrical wiring \$11,000
- Check valve and Butterfly valves (2) \$8,000
- Piping changes \$10,000
- Changes to the SCADA – still waiting on estimate

Estimate for upgrades are \$59,000 plus SCADA Costs

***Board Vice Chair Meier asked for more information & presentation of bids at next meeting.***

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

E. Discussion, Consideration, and possible action regarding Increase of Insurance Rates & District HSA Contributions.

Per IRS, our deductible will be going from \$1,500 to \$1,600 and insurance rates will be increasing 3%. The District is recommending we increase the Districts HSA Contributions to reflect the deductible increase. This would be \$66.75 per month for Employee Only and \$133.50 per month for Employee plus Spouse/Children/Family.

***Board Vice Chair Meier made a motion to approve HSA Contribution increase. Board Member Beeler seconded.***

***Motion passed unanimously.***

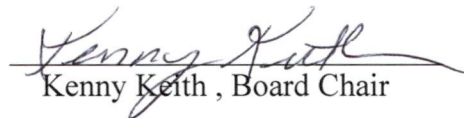
8. FUTURE AGENDA ITEMS

1. Formal Bids for Item 7D
2. Preliminary Budget

9. ADJOURNMENT

Board Chair Keith adjourned the meeting at approximately 4:44 PM.

Adopted and approved this 11<sup>th</sup> day of April.

  
Kenny Keith , Board Chair

