

PINETOP-LAKESIDE SANITARY DISTRICT

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REGULAR SESSION

MINUTES

August 8th, 2024

1. CALL TO ORDER

Board Chair Keith called the Board meeting to order at approximately 4:01 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 Kenny Keith, Board Chair, Paul Meier, Board Vice Chair, John Beeler, Board Member, Patrick Place, Board Member. Staff Members present were David J. Smith, District Manager, Amber Wright, Office Supervisor, Sarah Heck, Accounts Receivable, and Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District.

Diana Butler, Board Secretary were excused.

4. CONSENT AGENDA

Board Member Beeler made a motion approving the Consent Agenda, as presented by Staff for July 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 4:04 PM. There was no response from the public, and therefore Board Vice Chair Meier closed the Public Hearing at approximately 4:04PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Keith did not have a report.

Board Secretary's Report.

Board Secretary Butler did not have a report, was excused.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 10,360 feet of sewer lines in the month of July, televised 4277 linear feet, and inspected 20 manholes.

The collection crew worked on installing part of the pressure main for the Pioneer Lane lift station. They also replaced or repaired several laterals throughout town, most have been in the Pinetop Lakes Country Club.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of July was 0.83mgd, organic removal was at 96%, nitrogen results 4.4mg/L. No compost was sold in the month of July due to 3 failed tests; district is going to send samples off to a different lab.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright stated front office is running smoothly, and the new part time employee is doing great. In July there were 3 new connections, bringing the district to 8736 active connections. July was the start of the new fiscal year, so the budget is on track. The auditors were here for 1.5 days and didn't ask for too much this year. They have the draft financials, they should a copy of the draft financials with explanations next week sometime. No issues found so far.

The Accounting Report concluded.

7. BUSINESS

A. Discussion, Consideration, and possible action regarding Quotes for Pioneer Lift Station.

This lift station is for four parcels that are wanting sewer service, the project was approved over a year ago by the board. One of the homes has started construction, and the district has been installing the pressure main for the station. The district is requesting pricing for pumps, control panel, and guide rail system for the mounting pumps. The district got pricing from five different companies. Staff recommend purchasing from Hughes Supply, which was the cheapest and had a better warranty. The lift station will serve four parcels but will allow others to join sewer as the area grows.

Board Vice Chair Meier made a motion to move forward with the bid from Hughes Supply for the parts and supplies for the Pioneer Lift Station not to exceed \$12,000, Board Member Place seconded.

Motion passed unanimously.

B. Discussion, Consideration, and possible action regarding removal of old names off LGIP State Treasury account.

LGIP State Treasury is requesting removing names no longer associated with the District's accounts and adding current signers. The matter was brought to Office Supervisor Wright's attention when she requested the July statement. LGIP is requesting an authorized user list sent on letter head as the removal of old names off the account, and to add Office Supervisor Wright on to the account.

Board Vice Chair Meier made a motion to allow the district to submit a letter of removal of old names and adding Supervisor Wright on to the LGIP State Treasury account, Board Member Beeler seconded.

Motion passed unanimously.

8. PERSONAL MATTERS

A. Possible vote to go into Executive Session for discussion or consideration pursuant to A.R.S. §38-431.03(A)(1) and for legal advice pursuant to A.R.S. §38-431.03(A)(3), and for possible instructions to legal-to-legal counsel pursuant A.R.S. §38-431.03(A)(4), re: District Manager issues and review of District manager's employment expectations and duties; process to be used for possible succession plan relating to the district manager position.

B. Discussion, consideration and possible action re: Board recommendations for succession plans for the position of District Manager.

Board Vice Chair made a motion to have District Manager Smith start the review of the District Manager job description and allow the district to update and start the process.

Motion passed by consensus.

9. FUTURE AGENDA ITEMS

1. Further discussion on job description/salaries for District Manager.
2. Mixer that went out taking out to be rebuilt.

10. ADJOURNMENT

Board Chair Keith adjourned the meeting at approximately 4:48 PM.

Adopted and approved this 12th day of September.

 c/c Kenny Keith
Kenny Keith, Board Chair