

PINETOP-LAKESIDE SANITARY DISTRICT

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

REGULAR SESSION

MINUTES

September 12th, 2024

1. CALL TO ORDER

Board Chair Keith called the Board meeting to order at approximately 4:01 PM.

2. OPENING CEREMONY

District Manager, David Smith, led the Board and Staff in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

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

Diana Butler, Board Secretary and Patrick Place, Board Member, were excused.

4. CONSENT AGENDA

Board Member Beeler made a motion approving the Consent Agenda, as presented by Staff for August 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 4:03 PM. There was no response from the public, and therefore Board Chair Keith 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, excused.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 2,020 linear feet of sewer line, televised 5,948 linear feet, inspected 31 manholes, Smoke tested 1,500 feet. Investigated sources of I and I, (inflow and infiltration). The Surveyor field collection is completed for Stewart Lane, the engineers will now do the design work.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of August were 0.95 mgd, organic removal was at 97%, nitrogen results 2.6mg/L.

No compost was sold in August due to failed testing.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright reported 2 new connections in August. This brings our active connections to 8,738. The front office is running smoothly. Audit has been approved and finalized and will be on the agenda for October with hard copies for everyone. No significant findings.

The Office Supervisor's Reports concluded.

7. BUSINESS

A. Discussion, Consideration, and possible action regarding the District Christmas Party.

The Staff would like to have a District Christmas party again this year. If approved, we will schedule it for the Thursday of December's board meeting. We are looking to either have it at Charlie Clarks or catered at Camp Grace.

By Consensus, Board agrees to move forward with Charlie Clarks. Final dates & costs to be on the next agenda.

B. Discussion, Consideration, and possible action regarding Excess Density Fees

The District has had several inquiries about fees to connect to the sewer. The current rules state that excess density fees apply to developments that have more than 2.2 units per acre. This fee is currently \$3,948 per unit above the allowed 2.2.

A change was made in the adoption of the Rules and Regulations that changed the monthly user fee to reflect high density, such as apartments and RV parks, to be half of the base fee of \$22 per month.

The question is should high density developments receive a discounted rate because of the revenue per acre received? These types of developments also maintain their own pipes within the parcel(s). These units are typically smaller and water usage according to EPA literature is considerably less than a standard average home.

The recommendation would be to change the excess density fees to be ½ of the current rate when the units exceed the 2.2 EDU per acre and falls under the Class 1.B. definition in exhibit A of the Rules and Regulations.

Board Vice Chair Meier made a motion to approve changing Excess Density fees to ½ of the current rate when the units exceed the 2.2 EDU per acre. Board Member Beeler seconded.

Motion passed unanimously.

C. Discussion, Consideration, and possible action regarding Upgrades to the Lift Station Scada

The manufacturer of the current lift station SCADA system can no longer get the motherboards for our equipment. As a result, we will no longer have availability for repairs and support if needed.

The upgrade to the current equipment for all 18 lift stations will cost \$28,188. This system has been reliable with minimal repairs to the system since installation. The fee for cellular communication is about \$6,700 annually.

We can either wait until the units fail and replace as needed or upgrade all stations.

By Consensus, Board agrees to table until we receive other quotes.

D. Discussion, Consideration, and possible action regarding District Managers Job Description.

Should the following Knowledge, Skills and Abilities be included in the District Managers Job Description.

1. Construction methods and standards
2. Practical engineering principles related to pump applications
3. Understanding of As-build drawings and other related drawings
4. Understanding and ability to diagnose equipment and operational issues

By Consensus, Board agrees to put the first 3 items on the District Managers Job Description.

8. FUTURE AGENDA ITEMS

1. Audit Review
2. Date, Time & Approximate dollar amount for Christmas Party
3. District Managers Job Description & other information from attorney.

9. ADJOURNMENT

Board Chair Keith adjourned the meeting at approximately 4:37 PM.

Adopted and approved this 10th day of October.

_____c/c John M. Beeler_____
John M. Beeler, Board Member