

PINETOP-LAKESIDE SANITARY DISTRICT

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**REGULAR SESSION
MINUTES
November 14th, 2024**

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Chair Keith 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, Mariah Tatum, Accounts Receivable. Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District.

Diana Butler, Board Secretary was excused.

4. PUBLIC HEARINGS

Fees for Services charged by the Pinetop- Lakeside Sanitary District Fiscal Year End 2024/2025

Board Chair Keith opened public hearing at approximately 4:03pm.

5. CONSENT AGENDA

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

Motion passed unanimously.

6. 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 4:05PM.

7. 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 3,040 feet of sewer lines in the month of October, televised 7,533 linear feet, and inspected 15 manholes. They will be putting together a list of lines that will need to be slip lined.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of October were 0.78 mgd, organic removal was at 98%, nitrogen results 3.19mg/L.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright reported 5 new connections in October and 1 service being Capped off. This brings our active connections to 8,743. The front office is running smoothly. We just did delinquent notices and there are about 150 less delinquent notices going out than usual. We are attributing this to the new full size bills and more people signed up on auto pay.

The Accounting Report concluded.

8. BUSINESS

- A. Discussion, Consideration, and possible action regarding Resolution No. 2024-07, a Resolution amending the schedule of fees for the Pinetop-Lakeside Sanitary District.

The fee schedule has been discussed in the last meeting to lower the Excess Capacity fee by 50%

Board Vice Chair Meier made a motion to adopt Resolution No. 2024-07 amending the schedule of fees for the Pinetop-Lakeside Sanitary District, Board Member Place seconded.

Motion passed unanimously.

B. Discussion, Consideration, and possible action regarding Approval of the Audit conducted by Baker Tilly for Fiscal Year July 1, 2023 through June 30, 2024.

The audit has been performed and copies of this audit have been made available to the Board for review and comments.

Board Vice Chair Meier asked questions regarding the verbiage on page 4. Bullet point number 4 listed our operating expenses for 2024 as 2023. These numbers are incorrect. Page 5, sentence regarding operating expenses doesn't make sense. These need to be corrected before approving.

Board Vice Chair Meir made a motion to table this item until verbiage and numbers are corrected before approving, Board Member Beeler seconded.

Motion passed unanimously.

C. Discussion, Consideration, and possible action regarding Schedule of the District Managers Succession Plan.

Brenda Tranchina is here with Human Resource Strategies and has provided a schedule for key events for the Succession Plan. She will also answer any questions the Board may have.

11/13:	Develop recruitment materials
11/14:	Meet with Board, review process, materials
12/20:	Application due date
12/20 - 1/6:	Review application packets, preliminary phone screening
1/8 or 1/9:	Round one of interviews (Dave, Brenda, Mike, ??)
1/10:	Notify candidates selected for Board interviews
1/24 (approx):	Board interviews
1/27-1/29:	Reference checks on final candidate(s)
2/1:	Extend offer of employment
March:	Potential start date

The ad will be placed in numerous online locations and will be advertised nationally. Brenda will be back in January to help with the board interviews. The starting salary will be between \$111,000 and \$150,000 depending on experience.

Board Vice Chair Meier made a motion to approve the schedule of the succession plan and starting salary range of the new District Manger. Board Member Beeler seconded.

Motion passed unanimously.

D. Discussion, Consideration, and possible action regarding scheduling a date and time for the District Managers annual performance appraisal.

In the past, the performance appraisal has been held during the regular board meeting in December.

Board Member Beeler made a motion to set the time of December 12th at the regular board meeting to conduct the performance appraisal. Board Member Place seconded.

Motion passed unanimously.

9. FUTURE AGENDA ITEMS

1. Warrants
2. Corrections to Audit
3. Navopache Electric Prior bills

10. ADJOURNMENT

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

Adopted and approved this 9th day of January.

_____c/c Kenny Keith_____
Kenny Keith, Board Chair