

PINETOP-LAKESIDE SANITARY DISTRICT

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**REGULAR SESSION
MINUTES**

January 9th, 2025

1. CALL TO ORDER

Board Chair Keith called the Board meeting to order at approximately 4:02 PM.

2. OPENING CEREMONY

Board Member Beeler 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, Sarah Heck, Accounts Receivable, Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District.

4. CONSENT AGENDA

Board Vice Chair Meier made a motion approving the Consent Agenda, as presented by Staff for November and December 2024 bills and invoices. Board Member Beeler 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 Chair Keith closed the Public Hearing at approximately 4:04PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Keith reported that funeral services for Board Member Patrick Place will be January 25th, 2025, at 10am at St. Mary's Catholic Church in Pinetop, AZ.

Board Secretary's Report.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 6776 sewer lines in the month of November, and no sewer lines in the month of December, televised 4950 linear feet in November and 2836 linear feet in December, and inspected 17 manholes in November and 15 manholes in December. The Collection crew has been installing a gravity line, and pressure main at the Pioneer Lift Station, they should be starting up pumps next week. The crew back in November set a generator and control panel at the Scotts Pine #2 lift station. Thursday January 2nd the crew had a call out, the crew camera the line, dug it up and made repairs. The crew was out there till about 8pm. They also had a float short out at the lakeside lift station on Sunday January 5th it was turning pumps on and off, they did a temporary fix Sunday then did full repair on Monday.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of November were 0.71 mgd, and 0.75 mgd in December organic removal was at 97%, nitrogen results 3.4mg/L in November and 2.16mg/L in December.

Board Member Beeler questioned a manhole on Hansen lane that has cracks coming out from the manhole causing it to be a big bump. District Manager Smith states that manholes don't grow or shrink but the ground does settle causing the shift in the ground around the manholes, the roads are an issue the county needs to maintain.

The District has a plaque for Board Member Butler for her years of service with the District, District Manager Smith asked Board Chairman Keith to present the plaque to her.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright stated that there was 1 new connection for the month of December. Budget is on track for the year, front office just did billing for the 1st quarter of the year, and everything finally went smoothly with the new billing system. Board Member Beeler asked why there have been so many refunds of user fees, Office Supervisor Wright stated its due to internet payments that are being made to us that belong to a water district out of Colorado. The two companies have very similar web addresses.

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.

Starting in February Paul Meier will be Board Chair, John Beeler will be Board Vice Chair, and Kenny Keith will be Board Secretary.

Board Member Beeler made a motion to approve the rotation. Board Vice Chair Meier seconded.

Motion passed unanimously.

- B. Discussion, Consideration, and possible action regarding approval of edits on Fiscal Year 2023-2024 Audit.

The two edits that needed to be fixed on the audit have been made by the auditors.

Board Member Beeler made a motion to accept the changes to the audit as presented. Board Vice Chair Meier seconded.

Motion passed unanimously.

- C. Discussion, Consideration and possible action regarding excess density fee payment plan for Rim Country RV Park improvement project.

The new owner of Rim Country RV Park is making improvements and is adding 28 additional spaces, which also includes installation of new pipe and lift station. He was unaware of the excess density fees when he added the spaces. Since he was unaware of the additional expense of the project, he is asking the board to allow him to make payments on \$45,402. He has paid \$6,650 already and would like to make a \$9,688 payment every six months until the debt is paid off.

District Manager Smith stated that the park originally had only a few spaces and he is now redesigning it and is building the park the correct way.

Board Vice Chair Meier questioned why there is no interest being charged and if we should charge interest. District Attorney Whittington says its up to us, but charging interest would prevent the concern of the district giving out free money because money does have a carrying cost.

Board Vice Chair Meier made a motion to carry the note for semi-annual payments with the addition of charging today's (1/9/2025) prime rate. Board Member Beeler seconded.

Motion passed unanimously.

D. Discussion, Consideration, and possible action regarding two board member position vacancies.

As a result of recent unfortunate events the Board of Directors has two vacancies that need to be filled. These positions need to be advertised, and applicants interviewed by the Board members to determine which applicants will be offered and appointed the positions on the Board of Directors.

District Manager Smith mentions that Board Member Place has passed away, and Board Member Butler's health is declining. Butler did send in a letter of resignation. The ad for the positions will be in the paper January 10th and 14th.

Board Vice Chair Meier suggests that the board has a special meeting to review the board applications and decide which candidates to interview. Then by the February regular board meeting we should have a full board. Which is important to have when reviewing the applications for the District Manager position.

Board Vice Chair Meier made a motion to hold a special meeting to review and interview the board candidates on February 7th at 1pm. Board Member Beeler seconded.

Motion passed unanimously.

E. Discussion, Consideration, and possible action regarding applications for District Manager Position.

The opening for this position officially closed on the 20th of December 2024. The District received two applications for this position. They include Neil Cromwell and Scott Amos. All board members have received a copy of the applications. Although neither applicant holds a grade 4 Wastewater certification, the District does have a staff member that holds one. The options include accepting the applications received or re-advertising this opening.

Board Chair Keith asked how long it takes to get to a grade 4. District Manager Smith stated you can only go up one grade a year. So, it would at least take three years to get another grade 4 certified staff member.

Board Vice Chair Meier asked District Attorney Whittington if we posted a salary range, and no candidate meets the requirements. Do we set a time frame on when the candidates need to reach the requirements and adjust the salary range to reflect that. Whittington states the district could repost the job and adjust the requirements, but it's not required. He suggests restructuring the expectations and presenting them to the candidates. Smith states that about 95% of all applicants we get for any position within the district do not meet the minimum requirements. The board wants District Manager Smith to set a minimum standard of time frame and pay scale to reflect that in order to move forward.

By consensus, Board agreed to wait to interview candidates until there is a full board, and to also have District Manager Smith amend the requirements and bring it to the board at the February meeting.

8. FUTURE AGENDA ITEMS

-Amendment to the requirements of the District Manager requirements.

9. ADJOURNMENT

Board Chair Keith adjourned the meeting at approximately 4:45PM.

Adopted and approved this 13th day of February.

C/C Paul Meier
Paul Meier, Board Chair