

**PINETOP-LAKESIDE SANITARY DISTRICT**

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

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**REGULAR SESSION  
MINUTES  
February 13th, 2025**

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Member Cook led the Board and Staff in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were Paul Meier, Board Chair, John Beeler, Board Vice Chair, Kenny Keith, Board Secretary, David Peterson, Board Member, Jay Cook, Board Member. Staff Members present were David J. Smith, District Manager, Mariah Tatum, Accounts Receivable. Bill Whittington, Legal Counsel for Pinetop Lakeside Sanitary District.

4. CONSENT AGENDA

***Board Vice Chair Beeler made a motion approving the Consent Agenda, as presented by Staff for January 2025 bills and invoices. Board Secretary Keith seconded.***

***Motion passed unanimously.***

5. CALL TO THE PUBLIC

***Board Chair Meier 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 Vice Chair Meier closed the Public Hearing at approximately 4:04PM.***

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Meier did not have a report.

Board Secretary's Report.

Board Secretary Keith did not have a report.

Manager's Report.

Update – Collection System Department activities.

District Manager Smith reported that the Collection System crew cleaned 2,736 feet of sewer lines in the month of January, televised 4,096 linear feet, and inspected 25 manholes. The collection crew replaced/relocated the water line in the composting building that was under the concrete floor. The Pioneer Lane gravity force main and lift station have been completed. We have received ADEQ approval for Stewart Lane. Next step is finding a contractor or going out to bid. We have received one proposal for slip lining for about 2,700 feet of sewer line and the cost is about \$286,000. We are looking for another contact and price for slip lining.

Update – Plant Department activities.

District Manager Smith reported that the average daily flows for the month of January were 0.71 mgd, organic removal was at 98%, nitrogen results 2.41mg/L.

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

Accounting Report

No Accounting Report.

7. PERSONNEL MATTERS

- A. Possible vote to go into Executive Session for discussion or consideration of an appointment pursuant to A.R.S. §38-431.03 (A)(1) relating to an interview with prospective candidate, Mr. Scott Amos, to fill the District Manager position.

***Board Vice Chair Beeler made a motion to go into executive session at approximately 4:38 PM, for discussion or consideration of an appointment pursuant to A.R.S. §38-431.03 (A)(1) relating to an interview with prospective candidate, Mr. Scott Amos to fill the District Manager position.***

***Board Member Peterson seconded.***

***Motion passed unanimously.***

- B. Possible vote to go into Executive Session for discussion or consideration of an appointment pursuant to A.R.S. §38-431.03 (A)(1) relating to an interview with prospective candidate, Mr. Neil Cromwell, to fill the District Manager position.

***Board Vice Chair Beeler made a motion to go into executive session at approximately 4:38 PM, for discussion or consideration of an appointment pursuant to A.R.S. §38-431.03 (A)(1) relating to an interview with prospective candidate, Mr. Neil Cromwell to fill the District Manager position.***

*Board Member Peterson seconded.*

*Motion passed unanimously.*

*Board Chair Meier reconvened in Public session at approximately 5:15 PM.*

8. BUSINESS

- A. Discussion, Consideration, and possible action regarding changes to District Manager's requirements.

*No discussion or action taken.*

- B. Discussion, Consideration, and possible action appointing a new District Manager.

Board Chair Meier thanked both candidates for their commitment to the direction of the District under Dave's current leadership. Both candidates stated very clearly without hesitation that regardless of which candidate is chosen, we would move forward as a team here. I will open up the discussion or to make a motion.

*Board Member Peterson made a motion to accept Neil Cromwell as District Manager for the \$100,000 salary with the \$5,000 for each grade of certification, given that he completes his grade four treatment certification in four years. Board Member Beeler seconded.*

*Board Chair Meier opened up the discussion stating both candidates would be in a position at the same time frame to obtain a grade four certification and that both candidates would be qualified for the position. Neil does have quite a bit more experience and that hopefully we could count on Scott to pickup some of the duties Neil would be relinquishing should we appoint Neil as the new District Manager.*

*Motion passed unanimously.*

*Motion amended.*

*Board Member Peterson amended his motion to include a successful negotiation of an appropriate contract that both parties agree on. Board Vice Chair Beeler seconded.*

*Motion passed unanimously.*

*Board Chair Meier makes a motion to have Legal Counsel, Mr. Whittington to develop the terms and conditions of a contract to deliver to Neil at the next board meeting. Board Vice Chair Beeler seconded.*

***Motion passed unanimously.***

C. Discussion, Consideration, and possible action regarding District Manager Training.

Board Vice Chair Beeler would like to keep Dave around especially during the budget and make sure Neil would be trained appropriately.

Mr. Smith would like to stay as long as he is needed, but preferably not forty hours a week. He is hoping to be done in April.

Board Chair Meier asked Legal Counsel, Mr. Whittington if he could include an agreement for District Manager Smith for the training period of the new District Manager.

***Discussion ended. No action was taken.***

D. Discussion, Consideration, and possible action regarding Annexation requests from property owners.

1. Resolution 2025-01 Omar Esparza 212-10-115B

Property is located in Scotts Pine Meadows Unit #2. All adjacent properties are within the District's boundaries. A main sewer line runs on the east side of this property.

***Board Vice Chair Beeler made a motion to approve Resolution 2025-01. Board Secretary Keith seconded.***

***Motion passed unanimously.***

E. Discussion, Consideration, and possible action regarding Annexation fees paid on 212-07-021G transfer to 212-07-021H

Parcel 212-07-021G was purchased and annexation, connection, tap and inspection fees were paid at the time of the permit. Since then, Bianco has decided not to build on parcel 212-07-021G and will be building on Parcel 212-07-021H. Can the fees paid on 021G be transferred to 021H? If so, we would owe Bianco \$646.50 since parcel 212-07-021G annexation fees are more due to the size of the parcel than they are on parcel 212-07-021H.

***Board Member cook made a motion to approve the transfer of fees from parcel 212-07-021G to parcel 212-07-021H and issue a check in the amount of \$646.50 back to Bianco Plumbing for overpayment of annexation fees. Board Secretary Keith seconded.***

***Motion passed unanimously.***

F. Discussion regarding advantages of drying Biosolids.

The current situation with the Biosolids handling is that about 50% of the material is composted and 50% is taken to the landfill.

The District produced about 310 Dry Tons of Biosolids for 2024. The Biosolids contain about 85% water, so the volume handled in 2024 was about 2100 wet tons.

This means about 1050 tons were hauled to the landfill, or about 96 loads. This amounts to about \$37,000 in tipping fees, \$10,000 in labor, \$8,300 in fuel, and \$12,000 in maintenance for an estimate total of about \$67,300 in annual costs.

The reason hauling is necessary is because of the amount of composting that can be accomplished effectively with the space available.

If water can be removed from the Biosolids, this reduces the volume hauled.

For effective composting, the material needs to contain 50% moisture and bulking agent for the piles structure (air movement).

The current recipe is based on adding wood chips to dry out or reduce the moisture content of the Biosolids. If the Biosolids contained less moisture, less woodchips would be needed and more Biosolids could be added.

Example to compare:

Space available allows composting of 1050 wet tons (155 Dry Tons) of Biosolids at 85% moisture.

If Biosolids moisture was at 70%, the volume of Biosolids needing to be handled would be 1040 wet tons, The district can compost or has been composting 155 dry tons per year at 85% moisture, reducing the moisture content will increase to dry tons composted based on the volume handled annually.

Current volume is 1050 wet tons at 85% moisture versus 1040 wet tons at 70% moisture; this means at this point 100% of the biosolids could be composted. It appears that removing 15% more moisture from the Biosolids would be the breakeven point for eliminating hauling Biosolids to the landfill.

A solar drier or green house type of structure is an option to obtain this.

*Discussion ended. No action was taken.*

9. FUTURE AGENDA ITEMS

1. Employment Contract & Consulting Agreement

10. ADJOURNMENT

Board Chair Meier adjourned the meeting at approximately 5:47 PM.

Adopted and approved this 13th day of March 2025.

c/c Paul Meier  
Paul Meier, Board Chair