

PINETOP-LAKESIDE SANITARY DISTRICT

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

**REGULAR SESSION
MINUTES**

December 11th, 2025

1. CALL TO ORDER

Board Chair Beeler called the Board meeting to order at approximately 3:00 PM.

2. OPENING CEREMONY

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

3. ROLL CALL OF BOARD MEMBERS

Present were John Beeler, Board Chair, Kenny Keith, Board Vice Chair, Jay Cook, Board Secretary, Dave Peterson, Board Member, Staff Members present were Neil Cromwell, District Manager, Amber Wright, Office Supervisor, Mariah Tatum, Accounting Clerk, Jeff Ryhan, Plant Supervisor, Scott Amos, Collections Supervisor, Bill Whittington and Devon White Legal Counsel for Pinetop Lakeside Sanitary District

Paul Meier, Board Member, attended by conference call.

4. CONSENT AGENDA

Board Member Peterson made a motion approving the Consent Agenda, as presented by Staff for November 2025 bills and invoices. Board Vice Chair Keith seconded.

Motion passed unanimously.

5. CALL TO THE PUBLIC

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Beeler had no report.

Board Secretary's Report.

Board Secretary Cook had no report.

Manager's Reports.

Update – Collection System Department activities.

Collections Supervisor Amos stated that the collection crew cleaned 8,360 feet of sewer line, camera 7,520 feet of line, and inspected 44 manholes. The crew installed the new pump at the Scott's Pine #2 lift station The Stewart Drive job is finished up. The crew had 1 emergency blue stakes call out. We will be doing some smoke testing in the near future.

Update – Plant Department activities.

Plant Supervisor Rhyan states that the plant had an average daily flow of 0.78MGD, nitrogen is 1.4 mg/L, and organic removal is 97%. They have started 3 different piles for compost for the Spring. The SCADA is still in progress but they are working on it daily to get it up and running very shortly.

Update –District activities.

District Manager Cromwell reported that we should have 100% complete plans for the Lakeside Lift Station to review on Monday. We are hoping to get a trial run for the SCADA on Monday as well. The 3-5 year capital purchase plan Paul requested is available to you. Lakeside Lift Station will hopefully be started next year at some point. Slip Lining we'd like to get on contract that we can do yearly with a certain amount of footages. The lateral launcher for the camera van I would like to see in the next year or two. The plant operations; we only have one return pump left to replace. The grit removal system needs to be replaced in the next three years. The muffin monster will need to be replaced in the next three years. The effluent pumps will need to be replaced as we can pump in more water than we can pump out. We would just start with replacing one at a time and put in a little bigger pump each time. The redundant watering equipment will need to be replaced in the next 3-4 years. On the administrative side; a new copy machine, couple of fire proof filing cabinets and remodeling their bathroom hopefully all within the next year.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright stated that there were 3 new connections, bringing total active connections to 8,800 active services. Everything looks good with the budget with a positive cash flow. We will be doing billing again at the beginning of the year, so that will be good revenue coming in. Amanda is doing a great job as expected and is a great asset to the District.

The Accounting Report concluded.

7. BUSINESS

A. Discussion, Consideration, and possible action regarding approval of salary increase for Neil.

Neil successfully passed his Grade Two Treatment Test on October 31st. Per his employment contract, he is entitled to a \$5,000 annual salary increase for each passed test. The raise was applied in the November 9th pay period and requires formal approval. A motion to approve the \$5,000 annual salary increase for Neil effective November 9th pay period along with a motion to approve automatic application of any future salary increases for Neil per contract terms upon passing required tests, without requiring an official agenda item for each instance.

Board Member Meier made a motion to ratify the raise that was given to Neil effective November 9th. Board Member Peterson Seconded.

Motion passed unanimously.

Board Member Meier made a motion that moving forward at the time of Neil passing each of his grade level tests, that we make the \$5,000 increase automatic. Board Member Peterson seconded.

Motion passed unanimously.

8. PERSONNEL MATTERS

- A. Possible vote to go into Executive Session for discussion or consideration pursuant to A.R.S. §38-431.03 (A)(1) re: personnel matters and A.R.S. §38-431.03 (A)(3) re: legal advice relating to the annual performance review of the District Manager, Neil Cromwell; job performance and compensation.

Board Member Peterson made a motion to go into Executive Session at approximately 3:22pm. Board Vice Chair Keith Seconded.

Board Chair reconvened in public session at approximately 3:35pm

- B. Discussion, consideration, and possible action regarding personnel matters relating to the annual performance review of the District Manager, Neil Cromwell; job performance and compensation.

Board Member Meier acknowledged for the public that the Board as a whole is very pleased with Mr. Cromwell's performance and transition to District Manager over the last 6 months. The board appreciates all he has done to keep the Sanitary District running smoothly.

Board Secretary Cook made a Motion to offer a raise of 3% or \$3,150.00 per year to Mr. Cromwell for the recognition of his hard work. Board Vice Chair Keith seconded.

Motion passed unanimously.

9. BOARD TRAINING:

Open meeting law training was provided by legal counsel.

10. FUTURE AGENDA ITEMS

Organizational Chart and positions.

11. ADJOURNMENT

Board Chair Beeler adjourned the meeting at approximately 4:19PM.

Adopted and approved this 12th day of February, 2026 _____

c/c John Beeler

John Beeler, Board Chair