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

REGULAR SESSION
MINUTES
October 8th, 2026

1. CALL TO ORDER

Board Chair Keith called the Board meeting to order at approximately 3:30 PM.

2. OPENING CEREMONY

Board Vice Chair Cook led the Board and Staff in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were Kenny Keith, Board Chair, Jay Cook, Board Vice Chair, Dave Peterson, Board Secretary, and Allen Lilly, Board Member. Staff Members present were Neil Cromwell, District Manager, Amber Wright, Office Supervisor, Sarah Heck, Accounting Clerk, Jeff Ryhan, Plant Supervisor, and Scott Amos, Collection Supervisor.

Paul Meier, Board Member, was excused.

4. CONSENT AGENDA

Board Secretary Peterson made a motion approving the Consent Agenda, as presented by Staff for August and September 2026 bills and invoices. Board Vice Chair Cook 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 3:32pm.

Heather Brosemann addressed the board on the property she purchased across the street. Her intent was to put sewer on the property, but it turned out to be expensive. After speaking with the county, they told her if she brought in a protest they would give her a permit. They started the dig/septic instillation and then they had to stop, because the county put a stop order on the project. Her understanding was that if she was a certain distance from the main that they wouldn't have to connect. She states that it was never explained to her by the previous property owner. She would like the board to give her an exemption; the project will be expensive due to digging in a public easement. Heather will write a formal request so it can be placed on next month's agenda.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Keith states he has not heard anything from the church about the property. Also, Keith states that the college got a grant that is proposed for an EPA Innovative Water Infrastructure Workforce Development Grant Program. It would be available to all Northeastern Arizona high school students and would allow them to gain the Operator One Certification.

Board Secretary's Report.

Manager's Report.

Update – Collection System Department activities.

Collection Supervisor Amos stated that the collection crew cleaned 12,230 sewer lines. Camera 3'264 lines and inspected 40 manholes. Crew had one smell complaint, and three callouts for high wet well at Scott's Pines #1 which was due to some electrical issues. Crew repaired the lateral on West Lane, raised two manholes on Lazy River and Hilltop. Crew will be repairing manholes and laterals with I&I located during the storms.

Update – Plant Department activities.

Plant Supervisor Rhyan states the plant is running well. District sold 93 yards of compost in August and September, and we won't be making anymore to sell till the spring. Nitrogen was good last month at 1.4 mb/L. Average daily flow was 1.03MGD. Organic removal was 97%.

Update –District activities.

District Manager Cromwell stated the Lakeside Lift Station goes out to bid October 20th. The Hilltop compulsory connection is completed. No new news on the property purchase, hopefully next month's meeting we have more.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright stated that there were 3 new connections in the month of September. Staff just completed the fourth quarter billing last week. Wright provided board members with updated funds for county funds, and the M and R savings account. The audit is finally done and will be discussed later in the meeting.

The Accounting Report concluded.

7. BUSINESS

A. Discussion, Consideration, and possible action regarding Mogollon/Fir Sewer Extension.

District received a quote from PACE Engineering to provide engineering services for the Fir Drive Sewer Extension project in the amount of $27,103. Scope of work includes preparation of design report, design of proposed sewer extension and permitting services. If authorized the project would subsequently be procured through the Districts Job Order Contracting (JOC) process.

The project doesn't put many customers on sewer but would lead to the elimination of the lift station. Staff recommend tabling the project at this time, since there are several other capital projects planned or in the progress. The lift station is in good condition, due to recent equipment replacements and has low operating expenses.

Board Secretary Peterson made a motion to table the Mogollon/Fir Sewer Extension.

Motion passed unanimously.

B. Discussion, Consideration, and possible action regarding Effluent Pump Quote.

One of the plants' three effluent pumps is due for replacement as part of a planned multi-year replacement schedule. The goal is to replace one pump per year over the next three years to maintain system reliability and avoid emergency repairs. The new pump will allow us to go from 800 gallons to 1,750 gallons a minute per pump.

The District received quotes from Tech-Flow for $43,386.99, and Arizona Pump Resources for $48,659.78. The Tech-Flow quote includes labor and per diem costs for installation. The District would like to have the first pump installed by the vendor and utilize the experience gained from installation to then install the future two pumps, allowing for cost savings. The District recommends going with quote from Tech-Flow.

Board Secretary Peterson made a motion to approve the purchase and installation of one effluent pump from Tech-Flow in the amount of $43,386.99. Board Vice Chair Cook seconded the motion.

Motion passed unanimously.

C. Discussion, Consideration, and possible action regarding Annual District Christmas Party.

The District annual Christmas Party is planned for December 10th at Charlie Clarks Steakhouse. Staff will bring estimated cost for the event to future board meeting. At this time staff is seeking board approval of the proposed date and location.

Board Secretary Peterson made a motion to approve the annual District Christmas Party at Charlie Clark's Steakhouse on Thursday, December 10th, following the December Board meeting. Board Vice Chair Cook seconded.

Motion passed unanimously.

D. Discussion, Consideration and possible action regarding December Board Meeting Time Change.

The annual District Christmas Party follows the December Board meeting, and we can't change the start time. The District recommends changing the December Board meeting start time to 2:00pm due to the anticipated agenda, District Managers annual performance review, and consideration of the Lakeside Lift Station construction bids. The earlier start time will provide adequate time for discussion and action on these important items before the scheduled event.

Board Secretary Peterson made a motion to approve changing the December Board Meeting start time to 2:00pm. Board Vice Chair Cook seconded.

Motion passed unanimously.

E. Discussion, Consideration and possible action regarding Approval of Audit for Fiscal year 2025-2026.

The audit for the fiscal year ending June 30, 2026, has been completed by Baker Tilly. The Board has been provided with a copy of the audit report for review and consideration.

Office Manager Wright states it was a positive cash flow, and that the auditors had two findings. One was in reference to the monthly bank reconciliations in reference to finding overages and shortages. The other finding was in reference to journal entries and being reviewed every time. Overall, it was positive and we are glad it's over.

Board Secretary Peterson made a motion to approve the Fiscal Year 2025-2026 audit. Board Vice Chair Cook seconded.

Motion passed unanimously.

8. FUTURE AGENDA ITEMS

-More on ballpark purchase.

-Lakeside Lift Station Bids.

-Brosemann Septic release

9. ADJOURNMENT

Board Chair Keith adjourned the meeting at approximately 3:58PM.

Adopted and approved on this 12th day of November.

___c/c_Kenny Keith_____
Kenny Keith, Board Chair