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

REGULAR SESSION
MINUTES
August 13th, 2026

1. CALL TO ORDER

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

2. OPENING CEREMONY

District Manager, Neil Cromwell 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, Board Member, Alan Lily, and Paul Meier on phone. Staff Members present were Neil Cromwell, District Manager, Amber Wright, Office Supervisor, Amanda Short, General Clerk, Scott Amos, Collections Supervisor and Devon White Legal Counsel for Pinetop Lakeside Sanitary District on phone.

4. CONSENT AGENDA

Board Secretary Peterson made a motion approving the Consent Agenda, as presented by Staff for the minutes of the July 9th 2026, Regular Session and the July 2026 bills and invoices. Board Vice Chair Cook seconded. Motion passed unanimously.

Welcomed new Board Member Alan Lily.

5. CALL TO THE PUBLIC

Board Chair Kieth skipped reading the Call to the Public because there was no public in attendance.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Keith did not have a report.

Board Secretary's Report.

Board Secretary Peterson did not have a report.

Manager's Report

District Manager Cromwell stated that the collection crew didn't get a lot of sewer lines cleaned last month but all lift stations were cleaned, camera 1654 feet of line, 99 manholes inspected and did 4 emergency blue stakes. Also had one lift station call out. Repaired laterals on Poplar and Palomino. Still have asphalt to repair on Poplar and Palomino when we can.

Update – Plant Department activities.

District Manager Cromwell states that the plant had an average daily flow of 0.94MGD, nitrogen is 3.62 mg/L, and organic removal is 97%. No Compost sold last month. We expect to have results back on Monday and will have about 100yds to sell.

Update –District activities.

District Manager Cromwell reported that the Mogollon and Fir areas consist entirely of easements, allowing the District access as needed. He requested direction from the Board regarding how to proceed. The Board agreed to move forward with the project. It was noted that only one resident may have concerns, and approximately three properties may need to connect to sewer. Board Member Meier asked whether the area had already been annexed, and the District Manager confirmed that it has been, with no anticipated issues.

District Manager Cromwell stated that the District has not yet received a response from the Church, although they previously indicated they would be following up soon.

Cromwell also reported that the float controls at the Lakeside Lift Station had failed. An electrician from Phoenix was called to rebuild the float controls, and the District Manager expressed interest in using this electrician again due to his strong knowledge and performance. The District is planning to send the Lakeside Lift Station project out to bid in October.

The District Manager's Reports concluded.

Accounting Report

Office Supervisor Wright stated that there were 1 new connection, bringing total active connections to 8,827. Finished billing for July and the Audit is still ongoing. They are hoping to have everything finished by September.

7. BUSINESS

A. Discussion, Consideration, and possible action regarding reinstating the use of Lien Notices in the District's Rules and Regulations for delinquent accounts.

Devin, the District's attorney, helped prepare the reinstatement language to include liens again in our Rules and Regulations. The District continues to lose substantial funds due to unpaid accounts. The proposed procedure would issue a lien warning letter after 90 days of non-payment, followed by filing the lien if payment is not received within the next 30 days.

Amber Wright has recommended removing the Lien Administration Charge from the Rules and Regulations. She noted that the District already imposes a $600 disconnection fee, which should be adequate to cover the administrative expenses related to lien processing.

Devin advised that the lien administration charge is not necessary. Accordingly, the Board's motion should reflect reinstatement of the lien policy as prepared by legal counsel, but modified to remove Section F and any language referencing lien administration charges.

Board Member Meier mad a motion to approve reinstating liens back into the District's Rules and Regulations. The motion includes removal of Section F and authorizes District Manager Cromwell or Office Manager Amber Wright to provide final approval on the updated lien policy language. Board Secretary Cook made the second. The motion passed unanimously.

B. Discussion, Consideration, and possible action regarding the purchase of a hydraulic hammer attachment for the District's mini excavator from Bingham Equipment Company in the amount of $10,699.41.

Board Member Meier made a motion to purchase a hydraulic hammer attachment for the mini excavator in the amount of $10,699.41. Board Vice Chair made the second. Motion passed unanimously.

C. Discussion, Consideration, and possible action regarding changing the regular Board Meeting start time.

District Manager Cromwell proposed moving the Board Meeting time from 4:00 p.m. to 3:30 p.m., noting that the earlier start would better accommodate the schedules of several board members. Board Member Meier made a motion to move the current meeting time from 4pm to 3:30pm. Board Vice Chair made the second. Motion passed unanimously.

8. FUTURE AGENDA ITEMS

Discussion of the Mogollon and Fir Drive job.

9. ADJOURNMENT

Board Chair Keith adjourned the meeting at approximately 4:20 PM.

Adopted and approved this 8th day of October 2026.

_____c/c Kenny Keith_____
Kenny Keith, Board Chair