**BOARD MEETING MINUTES, PINEWOOD SANITARY DISTRICT**

**September 8, 2022**

DRAFT

Chairman of the Board, Bill Spain, called the meeting to order at 3:00 P.M.

**A.** **Administration (Board Members only)**

**1. Open**

**2. The Pledge of Allegiance**

**3. Present:** Bob Timberman, Gail Van Deurzen, Dick Drinen, Bill Spain, Len Friedlund, and Thomas Eade. Tom Gulliver was absent.

**4. Administrative information-** Bill Spain said he has correspondence from The District Manager, Lee Krosnicki, about Pinewood Partners, WIFA, and Stanley Consultants.

**5. Approval of Board Minutes for August 11, 2022, and Special Board Meeting minutes for August 26, 2022:** There were 2 corrections on the minutes that needed to be made. Language and the time needed to be changed. Those corrections have been made. Gail Van Deurzen Moved, Dick Drinen seconded. Motion Passed unanimously.

AYES: Bob Timberman, Bill Spain, Richard Drinen, Gail Van Deurzen, Len Friedlund, and Thomas eade.

NAYS: None

**6. Correspondence:** Randy Lewis and Lee Krosnicki have been communicating about paying the WIFA loan. Randy Lewis is disputing the charges because he still needs to catch up on other fees first. Bill Spain suggested to our office manager, Lisa Frazier, to send Mr. Lewis a letter stating that we cannot cut him a deal at this time, and we are happy to figure out a payment plan or work with him.

**7. Expenses Review**: No report currently.

**8. Report from Legal counsel:** Bill Spain stated that we would skip legal report and contact Brandon at the conclusion of the meeting.

**9. Operation Report:** Len Friedlund asked about the 26 shut off notices that were issued this month, Lisa explained that those were just notices given to people and not actual shut offs, there were only 4 properties this month that did get shut off. Bill Spain asked why we only had 1,750 feet televised for the month of August, which was due to our bigger televising camera being broken and we lost around 3,000 feet of footage that was supposed to go to Stanley Consultants.

**B. Unfinished Business:**

**10. Discussion of requested payment from Pinewood Partners for the new bridge. Possible vote to send a net payment to Pinewood Partners based on review:** The board discussed how much we might possibly owe to Pinewood Partners. The estimated cost that we owe Pinewood Partners $150,000 for the total cost. Before payment the board requested that we see receipts, invoices, and any paperwork to prove that the cost went towards the actual building of the bridge. We do not have enough info at this time for a vote and will need to talk to our lawyer, Brandon Kavanagh, and get the final approved information before any action can be taken.

**11.** **Discussion and Possible Action to approve Stanley Engineering funding to continue. Plan and adopt a budget to address long-term maintenance/obsolete:** Lee Krosnicki received reports and information about the sewer system in the park itself, manholes, lift stations and the plant from Stanley Consultants. Lee Krosnicki and Dave Dow have a meeting with ADEQ and Stanley Consultants on 9/14/2022 about the funding and future for the plant. The board has approved $204,747 funding for J.P.C.I. services to address manhole cover leakage.

**12. Discussion regarding Lake Odell lift station and Stanley Engineering plan of action.**

PSD crews went out and surveyed and noted it is possible for gravity to flow at that lift station however, it would take a lot of time and money and the cons out way the pros essentially. The neighbor next to the lift station stated the manhole by the Lake Odell lift station was overflowing Labor Day weekend. Lee Spoke with said neighbor and he stated he has photos of the lines being put in and being dug, since he’s been living there since 1968, he also has photographs of the old sewer plant that was located by Lake Odell. Bill Spain suggested to Lee, when he walks the lift station with David Prinzhorn, to let us know his plans of action for the lift station and that we need that information as soon as possible. We also just replaced the pump at the lift station, which cost around $5,000.

**13. Discussion of O & M possible increase, action plan, committee formed.** Bill Spain stated he talked to Bob Timberman, Thomas Eade, and Dick Drinen about forming a committee to look over all the financials and create a plan or system for financial planning. Bill Spain also suggested for the long-term planning we may need to ask Dave suggestions for raising rates, come up with an explainable plan to the public as to why they’re being raised, and that the board has looked at every other option for plant and sewer upgrades. The committee will set up a new financial plan for the sanitary district to cut costs and save money.

**14.** **Update of manhole repair progress/status:** Bill Spain stated that this was discussed during a previous agenda item. (#11)

**15. WIFA loan update/submission of report to ADEQ on 9/14. Discussion and vote on presentation by Stanley and Lee on 9/14:** Bill Spain commented on how we have not received any correspondence or resolution from ADEQ, which means no vote can be done until we received an approved resolution from ADEQ before we can move forward with the loan. A preliminary meeting will need to be held before anything happens, once we receive the number and all the information we can move forward.

**16.** **Update to Board regarded Royce attorney correspondence regarding Lisa Frazier 9/8 meeting with RV management.**

**C. New Business**

Bill Moore commented about the Shuster properties getting connected to sewer, they have been getting quotes and talking to several companies about getting connected. The companies have corresponded with Coconino County, and it will take more time to get final numbers and information due to the flood plains and where they’re located. Shuster’s have been working with Dawn Anderson, an engineer, hoping he can give them the information and plans needed to move forward. Bill Moore also commented about how we should come up with a packet for west side properties (Church, Chevron, Agee’s, etc.) about what to expect and everything that is going on.

Bill Spain asked for a motion to go into a executive session to discuss the letter from Brandon Kavanagh. Dick Drinen moved; Bob Timberman seconded. Motion passed unanimously.

AYES: Bob Timberman, Bill Spain, Richard Drinen, Gail Van Deurzen, Len Friedlund, and Tom Eade.

NOES: none

**Call to the public for non-agenda items – no action will be taken on any subject not on the agenda. (Limits to 5 minutes will be enforced):**

**Meeting adjourned at 4:17 pm.**

Clerk of the Board

Gail Van Deurzen