**BOARD MEETING MINUTES, PINEWOOD SANITARY DISTRICT**

**February 9, 2023**

Clerk of the Board, Gail Van Deurzen, called the meeting to order at 3:00pm

**A. Administration: (Board members only)**

**1.  Open** Len Friedlund called the meeting to order at3pm

**3. Roll Call**

Present – Bill Spain, Len Friedlund, Gail Van Deurzen, Bob Timberman, Dick Drinen, Kass Kral

Absent – Tom Eade

**4. Administrative information**

Len thanked Gail for running the Board in his absence.

Len asked if everything was correct on the roster that was sent out to the Board, all was correct.

**5. Vote on Board Officers for 2023**

Len Friedlund let everyone know that due to the bylaws, the only seat that will be voted on today will be Board Chairman.

Len Friedlund announced that nominations were open for Chairman. Bill Spain offered to re assume the position. Kass Kral also offered to take the position.

Voting was done by paper ballot. Gail Van Deurzen read the names from each piece of paper, 3 votes for Bill Spain, 2 votes for Kass Kral. Bill Spain accepted the seat of Board Chairman.

**6.  Approval of the Board Minutes for January 12, 2023**

Motion for approval: Gail Van Deurzen

Second: Bob Timberman

Ayes: Len Friedlund, Dick Drinen, Kass Kral

Nayes: None

**7.  Correspondence**

Lee Krosnicki reported that ADEQ is going against us pretty hard re: the bypass. He said that if we go over our 600,000 gallons, we don’t have a choice and have to bypass. The water was heavily treated with chlorine. If the melt happens fast, we may have another bypass, there is nowhere to put it.

Bill Spain and Lee Krosnicki will meet tomorrow to discuss a course of action for ADEQ and ask them to advise on how they would handle vs how we are handling it. We can also present ADEQ with the challenges that we have had with Stanley for the past 2 years. Once a plan is in place, we can take it to the Board.

**8. Expenses Review**

Nothing to report.

**9.  Operations Report:  Plant – Lee Krosnicki / Collections – Mike Pepe**

Per Lee Krosnicki, the plant crew is fighting with the high flows and they are also having to spend the night. Lee Krosnicki and Alicia Davia switch nights and DR and Larry have also stayed overnight to help out. They usually have 2 people stay for safety reasons. At least one certified employee needs to stay.

Kass Kral asked if we are in compliance with ADEQ by responding within the 7 days of notification. Lee Krosnicki let him know that we are.

Lee Krosnicki also confirmed that weekly reports are still being sent to ADEQ.

**B. Unfinished Business:**

**10. Discussion and possible action to add a hanger fee.**

Len Friedlund shared that he has tried to discourage the hanging of any tags in the Park. A hanger may be a tip off that the home is empty and may lead to theft.

Dick Drinen shared that with the upcoming rate increase for sewer, we should not upset the community with a fee associated with a shut off. Dick Drinen also shared that we would have to revise the “Sewer Use Ordinance”.

Bill Spain asked Dick Drinen to take the lead on this and put a proposal together on his suggestion of a rate increase. Dick Drinen will be happy to work with Bill Spain on the budget but he does not agree with a hanger fee.

**11. Discussion and possible action regarding status of payments by owners for Westside construction costs and collections enforcement.**

Taken out of order – see below.

**12. Update from Lee Krosnicki on new engineer.**

Per Lee Krosnicki, Mike Janes from Woodson/Ardurra is currently reviewing all emails that Lee received from Stanley Engineeriing. Lee is impressed with him. Brandon Kavanagh gave a quick rundown on Woodson Engineering and his knowledge of them. Bill asked for some due diligence to be done researching Ardurra from Lee.

**13. WIFA loan update.**

Per Lee Krosnicki, we are very close and Genna Caviness is assisting with documents.

Genna Caviness asked for signatures from the board for the “Debt Authorization.”

Genna Caviness explained we need a fiscal sustainability plan and an environmental assessment. We have the TA funds with our current WIFA loan that can be used to pay for this, it is $50,000. These are the only things that the TA funds can be used for.

Bill Spain suggested a conference call with WIFA to make sure we are all on the same page.

Lastly Genna shared that WIFA needs a rate ordinance schedule.

Lee and Bill will meet tomorrow and develop an action plan with timetables to share with the Board.

**14. Update from Lisa Frazier on new billing system.**

Lisa Frazier spoke to Sue Walka with the County and Tori with Value Pay Systems, which is our credit card company for our online payment system. Lisa shared that between the two of them, we should be able to save a ton of money. More information is needed from them before we get started. They will help with marketing to all of our customers, about the new system, as well as asking them if they want invoiced via email, hard copy mailing, auto pay, etc.

We need an additional company to take the payments. Express Bill Pay is who we are looking into.

Lisa has talked to six other utility companies that have anywhere from 2,000 customers to 20,000 customers to see who they use and Express Bill Pay was the best. AZ Water is very outdated, and they do not recommend their system. EBP will be doing a demonstration with Lisa tomorrow morning. Lisa also shared that out of all the utility companies that were called there is still a percentage of the community that wants a hard copy bill mailed to them.

**15. Item 11 taken our of order.**

Per Bill Spain, we are going back to item 11 and would like to enter into A3 Executive Session.

Motion: Bob Timberman

Second: Gail Van Deurzen

Ayes: Len Friedlund, Dick Drinen, Kass Kral

Nayes: None

Adjourn to A3 Executive Session at 3:50p

Meeting was called back into order at 4:52p

Staff and legal counsel are directed to proceed as discussed in executive session.

**16. Board re-signing of General Debt Authorization for WIFA.**

Bill asked the Board if they were comfortable in signing the new debt authorization for WIFA.

The Board agreed and all signed the form.

Each Board member signed the new check authorization form from the county.

**C. New Business**

**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)**

Genna Caviness asked the Board to please sign the bank form from the county for check signing before each Board Member leaves.

Bill Moore spoke on behalf of Phase 5, wanted to know if the letter that was sent to Kavanagh’s office had been discussed. Does the Board have any feedback for him? Bill replied by saying that the Board has read and reviewed the letter and are working with counsel. A reply will be drafted and put in writing to them. Bill Moore had hoped to talk to a few of the board members and hoped to work out a few things. Bill Spain said that a letter will be going out from Brandon Kavanagh and then maybe a sit-down meeting can be planned to explain where everyone is coming from.

**Adjourn:** 4:58p

Clerk of the Board

Gail Van Deurzen