**BOARD MEETING MINUTES, PINEWOOD SANITARY DISTRICT**

**November 9, 2023**

**1. Open**

3:00p

**2.  Pledge of allegiance**

**3. Roll Call**

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

Absent: Barb Sherman

**4. Approval of the Board Meeting Minutes for October 12, 2023**

Motion to approve: Bob Timberman, Second: Dick Drinen

Ayes: Len Friedlund, Bob Timberman, Gail Van Deurzen, Dick Drinen, Kass Kral

Nays: None

**5.  Administrative Information**

Per Jim Carpenter, the facility is running well. Flows are down to 100,000 gallons and continuing to drop.

**6.  Correspondence**

Bill Spain shared that Kass Kral received a call from Nancy Huzar with a number of questions. It was shared by Bill Spain that many of the questions have already been answered by staff in the past. Bill Spain has now answered her questions through email along with a response for her sustainable building permit. Article 4, Section 1, 2, and 3 states that if you are in Munds Park and you would like to add a septic tank, you can’t. You must be annexed into the Pinewood Sanitary District.

**7. Expenses Review: P&L Report for October and Balance Sheet for October 2023**

Per Bill Spain, we are holding steady. PSD brought in about $18,000 over expenses.

Tim Hansen, CPA will be presenting the 2022/2023 audit next week at the 11/16/23 meeting.

Per Bill Spain, the WIFA loan money should be available by February or Marck of 2024, PSD should be prepared at that time to hire additional staff and purchase needed equipment.

**8.  Operations Report: Plant – Jim Carpenter / Collections – Mike Pepe**

Per DR Richardson, things are going pretty well. His team found a major I&I issue yesterday. PSD has over 215 manholes that are sealed off and watertight, this is about 1/3 of all manholes in Munds Park.

DR Richardson brought up an issue with contractors pulling out old trailers and leaving the sewer tap open and the lateral line is left completely exposed. The contractors are not calling these into PSD. Bill Spain brought up putting a policy into place that requires the contractor to pay for punitive damages when this takes place.

**9. Munipay Data Request Form, explanation from Jim Carpenter**

Per Jim Carpenter, by close of business on Monday, he will have the four lines completed and submitted.

Per Bill Spain, Munipay is a financial assessment out of the AG’s office. They want a recap from our budget, audit, and census. This is due by November 15, 2023.

**10. AG Compliance Response, explanation from Jim Carpenter**

Per Jim Carpenter, this has been submitted, but PSD has not received any response back from them.

**11. Jim Carpenter explanation about installation of meters on commercial properties and possible Board vote**

Per Bill Spain, he has now been contacted by Bill Moore three times, response in writing to the Shuster Companies needs to take place. Jim Carpenter recommended that PSD does not install Shuster’s meters.

Per Jim Carpenter, the meters that he has used in the last 5 years have not been reliable. They can also cause line issues. This is an expense that Jim Carpenter feels is not needed for PSD. Water bills are being used for the other businesses on the East Side. Kass Kral explained that it was discussed to use meters due to the amount of waste and fluid that was being flushed at the Chevron vs a smaller business. The meter would give a more accurate reading per Dick Drinen. Per Bob Timberman, there are several business on the Westside that are on well water and do not receive a bill from AZ Water, therefor meters are needed.

Bill Spain questioned Jim Carpenter on his preference of meter vs non meter. Jim Carpenter responded by saying that as long as there is a commercial rate he is fine, he is more concerned about the biological strength vs the gallons and a meter does not give that information. Jim Carpenter feels sampling should take place and then an assessment. Per Bill Spain, motion was passed to install meters if that does not happen, communication needs to be given to the Shuster Companies. Per Bill Spain, the vote to place meters by PSD will have to be amended if PSD chooses to not place meters.

Bill Spain asked that staff put together an educated and informed presentation of how to move forward with a proposed policy.

**12. Update about Moonshot Missions status/progress from Jim Carpenter**

Per Jim Carpenter, Moonshot Missions is a technical and funding advisory group that is paid for out of EPA funding. MM spent about 6 hours with Jim Carpenter and DR Richardson, they spent time with the treatment facility and the collections system. They informed Jim Carpenter that they would have a comprehensive report to PSD of what they found and their recommendations to possibly fix some things, no later than the first of December of 2023. Per Bill Spain, they were also questioned about grants by several Board members. Jim Carpenter to follow up on the grant situation.

**13. Update from Jim Carpenter on scheduling of safety and certification trainings**

Per Jim Carpenter, there is a Chlorine Safety Training scheduled on 12/5/23. Depending on the workload, he anticipates sending 3-4 of the crew to Prescott Valley for the training. Jim Carpenter is working with Chief Tope of Pinewood Fire for CPR and First Aid Training. Operator Certification Training, more than 90% of these trainings are webinars. Jim Carpenter will utilize these trainings as time permits instead of sending 4-5 crew away for the trainings. This is a cost savings for PSD to use the webinars.

**14. Update from Jim Carpenter on Chlorine room repairs and fire extinguishers**

Per Jim Carpenter, a representative from our Electrician group should be out on 12/21/23. This is for repairs and parts. Jim Carpenter is in negotiations with the Fire Marshall, the system needs to be upgraded and converted. If PSD converts to another system, staff would be safer, and PSD would save money. Bill Spain asked that this be put on the agenda to discuss with Michael Janes prior to the next Board meeting.

**15. Update from Jim Carpenter about status of FEMA Hazard Mitigation and BRIC grant discussions with Coconino County**

Per Bill Spain, he is going to personally contact John Carr. He will set up a conference call within the next 2 weeks.

**16. Jim Carpenter update about Royce water source and PSD response**

Per Bill Spain, PSD has received formal acknowledgement that AZ Water is connected over there and they have started dumping to PSD. PSD staff need to make sure that all information is forwarded to Legal Counsel in regards to situations with Royce. Per DR Richardson, he has attempted to reach out to Nick Green several times and Nick either does not respond or requests our communication go through the attorneys. There are system issues where PSD needs to talk to someone from operations per DR Richardson. Bill Spain shared that we should be receiving “as built” records. Bill Spain asked for documentation to present to Legal Counsel when we are not getting what we need operational wise from Royce and their staff.

**17. Jim Carpenter update about ARDURRA Engineering proposal/plan status**

Per Bill Spain, Ardurra should be here next Thursday.

**18. Board to meet with Mark Giebelhaus about interest in joining PSD Board**

Bill Spain introduced Mark Giebelhaus to the Board. Mark Giebelhaus gave a brief background of his expertise. Gail Van Deurzen will be leaving the Board in December 2023, PSD Board will be interviewing interested candidates to fill her seat. Mark is a retired plumbing contractor and owned his own business for 40 years. He has sat on multiple Boards and has quite the experience in the industry.

**19. Discussion with Jim Carpenter about staffing needs. The Board may enter into executive session under ARS 38-431.03 (A) (1)**

Motion to enter into Executive session under ARS 38-431.03(A)(1): Dick Drinen, Second: Bob Timberman

Ayes: Len Friedlund, Bob Timberman, Gail Van Deurzen, Dick Drinen, Kass Kral

Nays: none

**20. Discussion of status of Royce/Pinewood Sanitary litigation matter. The Board may enter into executive session under ARS 38-431.03 (A) (3)**

Tabled for next meeting per Bill Spain

**Adjourn**

**Clerk of the Board**

**Gail Van Deurzen**