Treasurer of the Board, Bob Timberman, called the meeting to order at 3:01pm

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

**1.  Open**

**2.  Pledge of Allegiance**

**3. Roll Call**

Present: Bob Timberman, Dick Drinen, Barb Sherman, Mark Giebelhaus

Absent: Bill Spain, Len Friedlund, Kass Kral

**4. Administrative information**

Per Jim Carpenter, Kachina Heating and Air have repaired the BARD heating units for the office building. Smart valves and ignitors were replaced.

**5.  Approval of the Board Minutes for December 14, 2023**

Item postponed until February 8, 2024 board meeting

**6.  Correspondence**

Per Jim Carpenter, Board Members should be included in emails with legal counsel without causing open meeting law issues..

**7. Expense Review, Updated Budget, December 31, 2023 Balance Sheet and Financial Report**

**Regarding Year To Date budget reconciliation**

Discussion between Jim Carpenter and Board members clarified account labels (Professional Services), vendors (Tech Flow) and their scope of work.

DR explained a new information system so that Board members are aware of upcoming repairs and replacements.

**8.  Operations Report: Plant Operations- Jim Carpenter / Collections- Mike Pepe. Update from Jim Carpenter regarding CCTV inspection camera, Caterpillar Loader repairs, and New Hire of Grade 2 Operator-Dominique Vasquez**

Jim Carpenter reported that the plant is running within parameters and permit limits. Dominique Vasquez’s credentials were explained to the Board. Staff is working well together and new employees are learning quickly. The CCTV inspection camera is in the assembly process. Arrival is in approximately 2 months. The camera system is fully upgradeable and updatable. The Caterpillar Loader is in the repair shop. It is planned that selected employees will have CDL training in the future.

**B. Unfinished Business:**

1. **Update about Moonshot Mission status, video conference, and report**

Per Jim Carpenter, Moonshot Mission is a helpful, informational resource for the plant and lab. They are not a financial resource.

1. **Discussion and possible action regarding Schuster Construction Costs Escrow Agreement.**

**The Board may enter into executive session under ARS 38-431.03 (A)(4) for negotiations. The Board may enter into executive session under ARS 38-431.03 (A)(3) for legal advice.**

Moved until end of meeting for Executive session

1. **Discussion and possible action regarding ADEQ / AG consent judgment discussions. The**

**Board may enter into executive session under ARS 38-431.03 (A)(4) for negotiations. The Board may enter into executive session under ARS 38-431.03 (A)(3) for legal advice.**

Moved until end of meeting for Executive session

1. **Discussion and possible action regarding Royce litigation. The Board may enter into**

**executive session under ARS 38-431.03 (A)(4) for negotiations. The Board may enter into executive session under ARS 38-431.03 (A)(3) for legal advice.**

Moved until end of meeting for Executive session

**C. New Business**

**13. Discussion and possible action regarding open Clerk of Board position**

Board members discussed what the position entails.

Bob Timberman moved to elect Mark Giebelhaus as the new Clerk of the Board.

Barb Sherman seconded the motion.

Ayes: Bob Timberman, Dick Drinen, Barb Sherman, Mark Giebelhaus

Nayes: none

**14. Discussion and possible action on urgent equipment replacements over $5,000**

Per Jim Carpenter, there is one 17 year old service truck that needs over $10,000 in repairs, and he would like to replace it with a vehicle large enough to tow equipment, as well as a new trailer. David Richardson provided more information about the previous repairs made to the vehicle. He is implementing a new preventative maintenance monitoring system. Jim explained that he joined a Buying Collective organization called SourceWell. They provide better buying power for small municipalities. He is estimating that the vehicle will cost $80,000. Board requests more information be presented at Feb. 8th meeting.

Leyland Roofing performed a roof inspection. More information will be shared at the next meeting.

The Bobcats need a full service and inspection performed. Board explained that was a maintenance line item that has its own budget.

Voting on Item 14 postponed until the next meeting on February 8, 2024.

**15. Discussion and possible action regarding formation of 2025 Fiscal Year Budgeting Committee**

Board members agreed to a 5 person committee composed of 2 board members and 3 staff members. Board would like to start gathering data to begin an operating budget for the new fiscal year to present in May.

Barb Sherman volunteered to be on committee. She is aware of the county budget requirements.

David Richardson is working on gathering old quotes for the budget. He spoke with the engineers to establish costs and discussed using a sonar device to reduce the scope of work. DR estimated that the total cost would be $70,000 and completed within a month. He is working with Coconino County to establish spring time roadwork plans. He will have more information at the Feb. 8th meeting.

**16. Discussion and possible action regarding January 2024 minimum wage increase**

Discussion regarding a 3.5% cost of living allowance for employees will be handled by 2025 Fiscal Year Budgeting Committee.

**17. Discussion and possible action on West Side community charges**

Options including meters and a flat fee were discussed. Meters were too expensive and unreliable.

AirBnBs need to stop flushing wipes. Solutions included a promotional flyer.

Item 17 postponed until February 8, 2024 meeting.

**18. Return to Item 10**

Motion to enter executive session under ARS 38-431.03 (A)(4) for negotiations: Dick Drinen

2nd: Bob Timberman

Ayes: Mark Giebelhaus, Barb Sherman, Dick Drinen, Bob Timberman

Nayes: None

Executive Session began at 4:07 pm.

The Board exited executive session and re-entered general session at 4:15 pm.

The Board directed legal counsel to act as discussed in executive session.

19. Return to Item 11

Motion to enter executive session under ARS 38-431.03(A)(4) for negotiations: Dick Drinen

2nd: Mark Giebelhaus

Ayes: Mark Giebelhaus, Barb Sherman, Dick Drinen, Bob Timberman

Nayes: None

Executive session began at 4:16 pm.

The Board exited executive session and re-entered general session at 4:25 pm.

20. Call to the Public

The Board asked for anyone that wanted to participate without any response.

21. Return to Item 12

Motion to enter executive session under ARS 38-431.03(A)(3) for legal advice: Dick Drinen

2nd: Mark Giebelhaus

Ayes: Mark Giebelhaus, Barb Sherman, Dick Drinen, Bob Timberman

Nayes: None

Executive session began at 4:27 pm.

The Board exited executive session and re-entered general session at 4:32 pm.

**D. Final Adjourn** 4:32 pm