**Pinewood Sanitary District**

**Board Meeting February 13, 2024**

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

1. **Open**

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

**2.  Pledge of Allegiance**

**3. Roll Call**

The Clerk of the Board called roll. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Bill Spain, Dick Drinen, and Mark Giebelhaus were present. Brandon Kavanagh was present via phone. There were no Board Member absences.

**4. Administrative Information**

No administrative information was discussed.

**5.  Approval of the Board Minutes for December 14, 2023 and January 11, 2024**

The December 14, 2023 meeting minutes had no corrections or amendments. Mark Giebelhaus moved to approve. Len Friedlund seconded. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Dick Drinen, and Mark Giebelhaus voted in favor. There were zero Nay votes.

The January 11, 2024 meeting minutes had one correction.

1. The *Treasurer* of the Board, Bob Timberman, called the January 11, 2024 meeting to order.

Dick Drinen moved to approve the January 11, 2024 corrected meeting minutes. Bob Timberman

seconded. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Dick Drinen, and Mark Giebelhaus voted in favor. There were zero Nay votes.

**6.  Correspondence**

No Correspondence information was discussed.

**7. Expense Review and January 2024 Balance Sheet**

Discussion opened with the current amount of legal fees and the potential for more costs in the spring.

Vendors were clarified. Profit and Loss Statement was clarified. Lab costs and chemicals were discussed. The amount of chemicals needed to maintain plant compliance fluctuates depending on intake amounts. Computer support and supplies was clarified as to who the vendor is and their current role. Plant Operations, Equipment Replacements and the newly installed pump were discussed. It was requested the staff look into trash service costs. Internet service was discussed and clarified. Retirement benefits cost was discussed and clarified.

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

Per Jim Carpenter, the plant is currently operating with 24/7 coverage due to the snow melt.

Communication methods and timeframes regarding ADEQ was discussed. The District has an upcoming ADEQ inspection that the Board will be updated on. Moonshot Mission is looking into 3 new options and an updated report will be made available to the Board. Leland Roofing quote was for the shop roof. The estimate from Leland Roofing is currently out of budget. Requests for Proposals will be further explored. Elastic polymer sealcoating was discouraged from use. The CCTV camera should arrive the second week of March. CDL training for interested staff and implications were discussed. The possibility of a contractual employment agreement for CDL training was discussed.

**B. Unfinished Business:**

1. **Update about formation of 2025 Fiscal Year Budgeting Committee**

Barb Sherman, Mark Giebelhaus, and Dick Drinen met with Jim Carpenter once. The Committee is meeting with Jim Carpenter and DR again in February. DR is interested in finding accommodations for the overnight staff when the plant requires 24/7 staffing.

Bill Spain provided an update on budgeting including the WIFA loan projections.

1. **Updated Information, discussion, and possible action regarding urgent equipment replacements over $5,000**

DR provided an update on the repair history of the Duramax truck. The Board reiterated the importance of the Request for Proposal process and requested quotes for March 14th’s meeting.

1. **Update, discussion, and possible action on sonar scoping**

Sonar scoping would include pipes and manholes. Financial restrictions prevent this from proceeding at this time. Staff will conduct more research.

1. **Update, discussion, and possible action regarding West Side Community billing system**

A conference call will be scheduled to further discuss billing system. This was determined to be an operational decision.

1. **Discussion and possible action regarding Schuster construction costs settlement agreement including Phase 5 will serve letter. 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.**

Dick Drinen moved to enter into executive session for negotiations. Bob Timerman seconded the motion. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Dick Drinen, and Mark Giebelhaus voted in favor. There were zero Nay votes.

The Board entered into executive session under ARS 38-431.03 (A) (4) at 4:03 pm.

The Board entered into general session at 4:06 pm.

Dick Drinen moved to approve the Schuster agreement as a settlement and provide Will Serve letter. Mark Giebelhaus seconded. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Dick Drinen, and Mark Giebelhaus voted in favor. There were zero Nay votes.

Staff was directed to prepare a Will Serve letter with legal counsel’s assistance.

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.**

Dick Drinen moved to enter into executive session under ARS 38-431.03 (A) (4) for negotiations. Bob Timberman seconded. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Dick Drinen, and Mark Giebelhaus voted in favor. There were zero Nay votes.

The Board entered into executive session under ARS 38-431.03 (A) (4) at 4:09 pm.

The Board entered into general session at 4:22 pm.

The Board directed legal counsel to move forward with submittal of data form and negotiations with Arizona Department of Environmental Quality and the AG’s office.

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.**

Dick Drinen moved to enter into executive session for legal advice. Bob Timberman seconded. Len Friedlund, Kass Kral, Barb Sherman, Bob Timberman, Dick Drinen, and Mark Giebelhaus voted in favor. There were zero Nay votes.

The Board entered into executive session under ARS 38-431.03 (A) (3) at 4:25 pm.

The Board entered into general session at 4:57 pm.

The Board informed staff that mediation was scheduled to occur in April 2024.

**C. New Business**

**16. Discussion and possible action on notices to AirBnBs about flushable items**

Staff designed flyer to be included in next billing. Leads on how to contact the AirBnB community were discussed.

**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) NONE**

**D. Adjourn**

 Bill Spain adjourned the meeting at 5:12 pm.