**Pinewood Sanitary District**

**Board Meeting March 14, 2024**

1. **Administration: (Board Members only)**
2. **Open**

Vice Chair Len Friedlund called the meeting to order at 3:00pm.

1. **Pledge of Allegiance**
2. **Roll Call**

Mark Giebelhaus called the roll. Barb Sherman, Bob Timberman, Len Friedlund, Dick Drinen, Mark Giebelhaus were present. Bill Spain and Kass Krall were absent. Kass Krall arrived at 3:05pm. Legal counsel attended by phone.

1. **Administrative Information**

Len Friedlund shared information regarding an upcoming flood plain community meeting. It will be at Munds Park Church at 6pm on April 5th,2024.

1. **Approval of Board Minutes for January 25, 2024 and February 13, 2024**

Dick Drinen moved to approve the minutes of January 25, 2024 as written. Mark Giebelhaus seconded. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

Dick Drinen moved to approve the minutes of February 13, 2024 as written. Mark Giebelhaus seconded. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

1. **Correspondence**

There was no Correspondence discussion.

1. **Expense Review and February 2024 Balance Sheet**

Total Revenue was clarified. The internet monthly fee was clarified for the budget committee. Waste fees were discussed. Questions regarding finding another service company were answered and it was decided to remain with the current provider. Information regarding legal fees was shared.

1. **Operations Report**

The District took delivery of the sewer inspection camera. ADEQ bypass inspection team visited the plant and the report will be shared at the April 11, 2024 meeting. Equipment needs to be repaired and staff members are gathering quotes. Billing some commercial properties has not occurred. The fixture counts have not occurred due to lack of access. Discussion regarding a new vehicle occurred. Moonshot Mission recommendations have been implemented in the plant. The roofing repairs are not being pursued due to limited return on investment and high cost. The possibility of RVs attempting to hook up to the sewer system was discussed and will be revisited at the April 11, 2024 meeting. Communication between West Side entities and the District has been lacking.

1. **Unfinished Business**
2. **Updated information, discussion, and possible action to approve urgent vehicle replacement**

Dick Drinen clarified the purchasing policy as up to $10,000 for District Manager approval, between $10,001 and $25,000 requires Board approval, and $25,001 and more requires quotes.

Discussion occurred regarding a 2024 Chevrolet Silverado work truck and how difficult it was to time Board meetings for approval with when vehicles are available on the open market and disappear quickly. The current vehicle is available in another state and delivery costs could be minimized if staff flew to the vehicle and drove it back to PSD rather than pay for freight transport.

Bob Timberman moved to approve procuring the vehicle, including travel expenses to transport the vehicle back to the District to avoid higher freight transport costs. Dick Drinen seconded. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

1. **Updated information, discussion, and possible action on WIFA loan and loan documents. The Board may enter into executive session under ARS 38-431.03 (A)(3) for legal advice.**

The Board discussed what pending documents could be finalized and sent to WIFA.

Dick Drinen moved that the Board enter into executive session for legal advice under ARS 38-431.03 (A)(3) at 3:43 pm. Barb Sherman seconded. Bob Timberman, Dick Drinen, Barb Sherman, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

The Board entered General Session at 3:48pm.

Kass Krall motioned to approve the loan terms with WIFA as presented. Dick Drinen seconded. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

1. **Discussion and possible action regarding ADEQ / AG consent judgement 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.**

No action taken. No discussion occurred.

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 that the Board enter Executive Session under ARS 38-431.03(A)(4) for negotiations at 3:50pm. Bob Timberman seconded. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

The Board entered General Session at 4:10pm.

1. **Discussion and possible action regarding Resolution 2024-03-14 increasing O&M fees as per the prior public hearing on February 29, 2024. The Board may enter into executive session under ARS 38-431.03 (A)(3) for legal advice.**

Discussion occurred regarding how the commercial billing system will be set up.

The public asked the reasons for the rate increase and the Board responded.

Dick Drinen moved to enter Executive Session under ARS 38-431.03 (A)(3) for legal advice. Barb Sherman seconded. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

The Board entered into Executive Session at 4:17pm.

The Board entered into General Session at 4:22pm.

Kass Krall moved that Resolution 2024-03-14 be adopted as printed and reviewed. Dick Drinen seconded. The process for recording the Resolution after passage was discussed noting that the blank in the resolution would be filled in. Barb Sherman, Bob Timberman, Dick Drinen, Mark Giebelhaus, and Kass Krall voted in favor. There were zero Nay votes.

1. **New Business**
2. **Discussion and possible action regarding 2024-2025 fiscal year budget**

The Budget Committee gave information regarding the updated budget. Budget Committee is waiting to hear from the County regarding formatting requirements for submittal.

No action taken.

1. **Discussion and possible action on developing a realtor policy regarding callouts**

Staff shared about an incident that occurred between field staff and a local realtor demanding that staff stop work they were doing to do a follow up callout to a property that was up for sale that prompted this needed update. The Board generally discussed the matter and gave their support of staff’s position and determined the policy writing is an operations issue and that staff could draft a policy that could be submitted for Board approval if desired but that the Board supported staff overall that they are not directed by third parties.

1. **Discussion and possible action on updating Rules and Regulations regarding easements**

Discussion regarding clarifications to the Rules and Regulations occurred. Staff were directed to present proposed revisions to the Board for approval. Revised Rules and Regulations would be published on District’s website so people are aware of them. A newspaper summary would also be provided to Pinewood News. Board Members will receive a copy of the current Rules and Regulations.

1. **Discussion of possible I&I of West Side phase 3 lift station**

Staff suggested the use of infiltration bowls and backup generators for customer lift stations. Staff requested Board assistance with increasing communication with lift station owners.

**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**

1. **Adjourn**

Len Friedlund adjourned the meeting at approximately 4:58 p.m..