

## **Pinewood Sanitary District**

### **Minutes of Regular Board Meeting - October 10<sup>th</sup>, 2024, 3:00pm**

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

##### **1. Open**

Kass Kral, Chairman, called the meeting to order at 3pm.

##### **2. Pledge of Allegiance**

##### **3. Roll Call**

Kass Kral called roll. Len Friedlund, Bill Spain, Mark Giebelhaus, Joe Hedgecock, Dick Drinen, and Kass Kral were present.

Barb Sherman was not present.

##### **4. Administrative Information**

David Richardson (DR) informed the Board that a part-time CDL driver was hired. The driver has 30 years of experience, and he is based nearby in Flagstaff.

DR also explained that a current employee is in training to receive his CDL license. Current employees are doing well, and certification training will continue. Chlorine Safety and additional Safety training with the fire department was recently held. It was conducted by Operator of Record, Paul Cornejo.

##### **5. Approval of the Board Minutes for September 12<sup>th</sup>, 2024**

Joe Hedgecock moved to approve the minutes for the September 12, 2024, Board Meeting. Mark Giebelhaus seconded. Len Friedlund, Bill Spain, Mark Giebelhaus, Joe Hedgecock, and Dick Drinen voted in favor. There were zero Nay votes.

##### **6. Correspondence**

There was none to report.

##### **7. September 2024 Budget Review**

Barb Sherman was delayed due to severe weather on the East Coast. DR offered the following information:

Vehicles are within budgeted amounts. Spending is expected to slow down until spring. The 2025 Subaru was purchased, and fuel savings are expected to be immediate compared to prior travel with existing diesel trucks when a truck was not necessary.

Chemicals are at \$63,827 fiscal year to date. Four 55 gallons drums of T-Flock are \$8,134. T-Flock is ordered monthly. Chargepacks are \$25,000, which were ordered last season. Order frequency varies as this chemical is used on supply-and-demand basis.

Electrical Repairs are getting completed with more still to go. EnviroTech has repaired and replaced 23 plant side items. The chlorine building project is almost complete.

The Board suggested getting winter type tires for the 2025 Subaru. DR will conduct research on the tires.

#### **8. Operations Report: Plant Operations- David Richardson / Collections- Josh Palmer**

DR reported that on September 25, 2024, we received a call out for a Sanitary Sewer Overflow (SSO). This was reported to Arizona Department of Environmental Quality (ADEQ). Paul Cornejo was on-site and able to assist with documentation. The area was quarantined and disinfected. It was noted that the incident is not a fault of PSD but, when such an incident occurs, it must be reported to ADEQ.

The field crews have scoped approximately 100,000 feet of mainline. The remaining lines have more difficult access points, such as rear easements and backyards.

DR explained that it was important for homeowners to periodically inspect their backflow valve. The Board will work together with staff to produce a document describing the process for public distribution.

The Board reiterated the need for greater communication with the public. Winterization chemicals (anti-freeze) causing a negative impact on the plant were discussed. The Board and staff will work together to produce literature for public distribution.

#### **B. Unfinished Business:**

**9. Update and possible action on status of settlement/consent judgement with AG/ADEQ. The Board may enter into executive session under ARS 38-431. 03 (A)(3) for legal advice.**

Dick Drinen moved to go into Executive Session under ARS 38-431.03(A)(3). Joe Hedgecock seconded the motion. Len Friedlund, Bill Spain, Mark Giebelhaus, Joe Hedgecock, and Dick Drinen voted in favor. There were zero Nay votes.

The Board entered into Executive Session at 3:18pm.

The Board entered into General Session at 3:32pm. No action was taken.

**10. Discussion and possible action regarding Pinewood Country Club (PCC) golf course reuse water contract**

The Board had a general discussion on potential contract terms and rates with PCC for reuse water and decided that two Board Members and DR will meet with PCC to discuss the contract structure. The Board will consider voting on a contract in November after looking at the available options. DR would also like to discuss a land swap deal with PCC during the negotiations.

**11. Update and possible action regarding planning of sludge drying bed**

DR would like to get quotes to build a sludge drying bed based on his measurements and calculations. The estimated annual cost savings is \$15,000 compared to the current haul-away approach. The Board requested a minimum of three bids and noted a concern to manage any odor issues with DR noting that the current digester already provides similar odors.

**C. New Business**

**12. Discussion and possible action with Paul Cornejo, Operator of Record, regarding capital improvements budgeting assistance**

Paul Cornejo introduced himself to the Board and discussed his ability to assist DR with developing a capital plan. The Board is supportive and requested Paul's input to continue developing a 5-year capital plan that satisfies the Attorney General's consent judgement. Paul Cornejo discussed the American Water Infrastructure Act through ADEQ which provides technical assistance to small utilities.

**13. Presentation by staff regarding computer hardware upgrades for the FY 2025-2026 budget**

Staff requested \$20,000 be added to the FY2025-2026 budget for computer and hardware upgrades. The Board requested that other outdated compliance equipment be included in the proposal.

DR stated that he is developing a Wastewater Utility Emergency Response Plan (The Response Plan). The Response Plan addresses, in part, cybersecurity and computer protocols. The Board requested staff investigate password compliance with the District's contracted IT security company, MicroTec.

The Board requested that policies be developed for compliance issues and be presented to the Board for approval.

**14. Discussion and possible action regarding utilizing existing equipment to increase cooperation between nearby utilities, Moonshot Missions, and the District**

DR proposed working together with nearby utilities for emergency responses. Moonshot Missions is providing guidance to help DR facilitate communication between the utilities such as Williams and Kachina. DR proposed purchasing a small Vector truck or trailer to be available to assist in utility emergency situations.

The Board suggested forming a committee to investigate further and noting any emergency relationships need to be governed by a written contract.

**15. Call to the public for non-agenda items. No action will be taken on any subject not on the agenda. (Limit to 5 minutes will be enforced)**

The first person to speak (no name given) noted that the meeting location and times were not published in the Pinewood News.

The second person to speak (no name given) noted that the community is concerned with the way waste is handled at the RV park.

Legal counsel quickly reminded everyone of how Calls to the Public are handled and reiterated that it is a one-sided statement by the member of the public, not an interaction with Board members as that is not permitted under Arizona Open Meeting Law.

Nancy with Lost Boulder Estates spoke. The church was notified by the County that the lift station needs to be relocated. APS removed the power source. She has reached out to the EPA. She has been in contact with ADEQ. She requests more information from the District.

The fourth person to speak (no name given) requested that the District publish information regarding the outcome of the District, Schuster, and RV park situation.

The fifth person to speak (no name given) requested more information be given to the public regarding the operations and financials of the plant.

As a general statement after the close of the call to the public, Kass Kral emphasized the responsibility he feels for District transparency and increasing communication while learning the role as the new Chair. He recommended the audience read the minutes of Board meetings that are posted on our website, as it is all public record.

Len Friedlund suggested having a "Question and Answer" article in the newspaper. Len also reminded everyone of the upcoming Board elections.

**D. Adjourn**

Kass Kral adjourned the meeting at 4:17 pm.