

Pinewood Sanitary District

Minutes of Regular Board Meeting-November 14, 2024, 3:00pm

A. Administration (Board members only)

1. Open

Kass Kral, Chairman, called the meeting to order at 3:00pm

2. Pledge of Allegiance

3. Roll Call

Kass Kral called roll.

Present: Barb Sherman, Kass Kral, Mark Giebelhaus, Dick Drinen

Not Present: Len Friedlund, Bill Spain, Joe Hedgecock

4. Administrative Information

Kass Kral addressed new "Call to the Public" handout and gave more information. Staff informed the Board about online classes office staff will be enrolling in to be more efficient in the fields the employees lack experience in.

Staff explained that new modern phones are being negotiated to help meet customers' needs more efficiently.

David Richardson (DR) informed the Board that Paul Cornejo (Operator of Record) will be continuing education and training with field employees.

5. Approval of the Board Minutes for October 10th, 2024

Dick Drinen moved for the approval of the minutes for October 10th, 2024. Mark Giebelhaus seconded. Barb Sherman, Mark Giebelhaus, Kass Kral, and Dick Drinen voted in favor. There were zero Nay votes.

6. Correspondence

DR read a letter from Waste Management regarding the rate increase starting January 1st, 2025. Rates are being increased by 58 cents.

He also spoke about two ADEQ Notice of Violations that have been resolved.

He has reached out to other utility companies and will be meeting with them to get ideas to help the community financially. DR is in hopes that contracts can be developed with various Northern Arizona utility companies because PSD has

equipment other utility companies may not. Kass Kral asked if board presence was needed, he would be willing to be there.

DR also spoke about saving money by using Enviro Tech to do our load bank testing, as well as training field employees to conduct simple maintenance. Another correspondence was a letter from Nancy as the representative for her LLC that owns property in Lost Boulders Estates asking about the property's annexation status.

7. October 2024 Budget Review

Barb Sherman, Treasurer, explained that she will be looking at year to date finances going forward instead of month by month for a more accurate picture with certain expenses being irregular as well as irregular income. She explained PSD is financially healthy while income comes in over the quarter due to our quarterly billing system. Barb explained that PSD is within budget on payroll, and that is with contract labor included.

Additionally, she explained that she is going to sit down with office staff to reestablish a budget for the office with the previous computer work along with a new phone system, if the Board decides to follow through.

DR informed the Board about the current staffing situation and that there is no need for additional staff right now. Kass Kral asked about budgeting for the wet well and where it fits into the collections budget.

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

DR reported the chemical charge packs we normally order once a year will most likely need to be purchased twice a year. The previous time we purchased this chemical was \$25,124 dollars for 1900 gallons.

DR explained that he is going to try and do the repairs on the wet well after receiving proper permits and correct equipment. If he is unable to make the repairs, he will call someone to come and fix the check valve in the wet well. Kass Kral communicates to the public that DR is authorized to make these decisions while keeping personnel and the plant safe.

B. Unfinished Business:

9. Update on payment status of settlement/consent judgment with AG/ADEQ. The Board may enter into executive session under ARS 38-431.03(A)(3) for legal advice.

Dick Drinen moved to enter executive session under ARS 38-431. 03 (A)(3); Barb Sherman seconded the motion.

Barb Sherman, Mark Giebelhaus, Kass Kral, and Dick Drinen voted in favor.

There were zero Nay votes.

The Board entered Executive Session at 3:34pm

The Board entered General Session at 3:49pm

10. Discussion and possible action regarding Ardurra Group contract in relation to Consent Judgment

Kass Kral reported that the contract is in place. PSD is making revisions and are going to work with Legal Counsel, the Attorney General's Office, and our engineer to ensure all the requirements are met with our consent judgement.

11. Discussion and possible action regarding RH Borden company and I&I monitoring

DR stated that he has three quotes for provisions that monitor waterflow. The first quote will have the equipment stay in the ground until April-June of 2025.

PSD will not pay monthly; it is a flat rate. DR would like to make a map of locations for the monitors to be in the most efficient location they can be in.

Kass Kral states that Ardurra supports this because the monitors can still gather data during the winter. The Board questioned the timeline in relation to our consent judgment. DR would like to meet with the Board to make a set plan.

Kass suggests Barb Sherman as Treasurer to work with DR on budgeting.

15. Call the public for non-agenda items. No action will be taken on any subject, not on the agenda.

Nancy with Lost Boulder Estates expressed that PSD should rent out the plant side equipment to bring in some extra money. Nancy explains that she is going to be receiving an email from the county with more information on the annexation of her property. Staff have been directed to stay in communication with her on annexation records issues.

Meeting Adjourned at 4:06 pm