

Pinewood Sanitary District

Board Regular Meeting Minutes December 12, 2024 at 3:00pm

A. Administrative: (Board members only)

1. Open

Kass Kral, Chairman, called the meeting to order at 2:57pm.

2. Pledge of Allegiance

3. Roll Call

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

Joe Hedgecock was not present.

4. Administrative Information

Kass Kral presented that the meeting was Bill Spain's last meeting on the Board. Kass acknowledged that Len Friedlund filed paperwork to stay on the Board. Kass addresses the audience to ask that anyone who would like to join the Board to be in contact with the District.

Staff presented that they are working to implement written policies. PSD will be following Coconino County's per diem policy for PSD travel expenses. Staff also presented that it will pursue a policy on placing a government lien to collect money from people after other efforts fail.

Kass Kral suggests further on continuing to put things into writing so that when the community has a concern PSD can direct them to the written policy.

5. Approval of the Board Minutes for November 14, 2024

Mark Giebelhaus moved to approve the minutes for the November 14, 2024, Board Meeting. Dick Drinen seconded. Len Friedlund, Bill Spain, Mark Giebelhaus, Barb Sherman, and Dick Drinen voted in favor. There were zero Nay votes.

6. Correspondence

PSD's annual report is nearing completion. Staff spoke to say they are waiting on the numbers from the audit to finalize the report, which will then be sent to the County. Kass Kral said he would work to create another newspaper article to the community to keep everyone updated.

7. November 2024 Budget Review

Barb Sherman presented the budget review and explained that money has been moved to the office fund because office staff needed a new computer system. Staff uniforms and training will start in the beginning of 2025. Office budget also received additional money to get a more modern phone system. She plans to work on further budget revisions in preparing the next FY budget. It was also discussed what WIFA funds are available. Kass Kral asked if a COLA increase was still being contemplated.

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

DR previously discussed the Capital Improvement Plan (CIP) with Paul Cornejo (Operator of Record), and detailed to the Board a plan for the plant side projects within 2 years, 3 years and 5 years out. He also noted the status of the camera work.

DR discussed that PSD has put together a Ziptility file for Ardurra Group to ensure that there are no issues or miscommunications. They have access on their phones to pinpoint laterals, manholes and any further workstations. DR discusses that there was an issue with an exposed pipe on a property where a mobile home was removed. Bill Spain suggested that Staff add a line to the transfer forms regarding if the mobile home will be removed from the property or not. DR also addressed status of chemicals and vehicles.

DR explained that HACH who services the blowers that make the plant side processes happen have increased to \$23,666 since they came out earlier in 2024. Enviro Tech will now be servicing the blowers because they take care of the electrical and motors as well. DR is also investigating sand filters.

B. Unfinished Business

9. Update regarding Pinewood Fire Department and new building/sewer

DR explained that he has gone over the plans, the PFD just needs to go through the permitting with ADEQ and talk to Coconino County about utilities. Kass Kral noted he is glad to see it move forward.

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

DR explained that these monitors will be able to get PSD data within any weather condition. Monitors will be able to stay in place for 6-8 months for \$56,800.00. Kass Kral, Chairman, explains there is no reason to vote because the money is within budget. He also noted the monitors will make ADEQ happy.

11. Discussion and possible action regarding Ardurra Engineering Group contract, project status update, and funds release

DR is going to keep reaching out to clarify responses that were made regarding the contract update/revision. The district wants to avoid problems that came up with prior engineers.

Kass Kral explains that the Board is there if DR needs them, but we need to have the checks and balances because there is money being spent.

Barb Sherman suggests getting month-by-month progress reports from Ardurra along with details regarding the work that is being done.

12. Update on ADEQ timeline/status report

The communication plan was submitted November 13, 2024, with no further response yet from ADEQ.

DR has sent the status report regarding field and plant side updates. He would like to add some more information and updates. He is waiting on Ardurra's report before submitting a final status report on the January 1, 2025, deadline.

C. New Business

13. Update regarding WIFA draw for Ardurra Engineering Group

DR explained that Ardurra Engineering is requesting additional funds to continue the work being performed.

Kass Kral states that it will be the first draw from the new WIFA loan.

Bill Spain stated there was a WIFA loan that was supposed to be initiated for design costs up to \$50,000. Legal Counsel gives further information regarding the WIFA loan for design being like a grant for use and not to miss out.

Kass Kral advised staff to review the contracts and do some investigating.

14. Update on grant writer from Moonshot Missions

Moonshot Missions does have grant writers available, and we fall into the category of the point system which may provide new opportunities once the company reaches back out.

15. Request for Budget/ Reserve Plan for unseen events with upcoming deadlines.

DR noted planning to get legal requirements for ADEQ handled including back plans, such as a backup for finishing camera work. He wanted to know how to proceed as various issues come up. Legal Counsel states that many items do not require a Board vote if they are within budget but advised Staff to report back to the Board when doing so. There is also an option to have a special meeting with proper 24-hour notice.

16. 2025 WIFA Loan application update

DR has submitted an application for the next loan and is waiting on a response.

17. Discussion regarding property owners and easement disputes

DR noted that a recent easement issue was handled better than expected due to the updated Rules and Regs (Resolution 2024-09-12), and the district gathered all information regarding the property, the location of the problem and pictures for the owner. It resolved the matter.

Kass Kral suggested working with staff on information for the community newspaper regarding knowing where easements are and knowing what PSD's process is. Bill Spain also noted every buyer is made aware of the PSD easements as part of the closing process.

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)

Brenda, a member of the community, asked if there is information in the office to give more understanding of easements.

Kass Kral advised staff to make accessible information on where district easements are located.

Meeting adjourned at 4:23pm