

Pinewood Sanitary District

Board Meeting Minutes for the Regular Board Meeting held on March 20, 2025, 3:00pm

A. Administration: (Board members only)

1. Open

Kass Kral (Chairman) called the meeting to order at 3:14pm after waiting to achieve a quorum.

2. Pledge of Allegiance

3. Roll Call

Kass Kral, Len Friedlund, Mark Giebelhaus, Dick Drinen were present

Barb Sherman and Joe Hedgecock were absent

4. Administrative Information

Staff presented that there is still an open Board position that needs to be filled. There will be an item added to the next Board agenda to appoint someone to fill the empty Board position. There was a resident in the crowd who would be sending in his resume to be considered for the open Board position.

Staff explained that PSD has switched payroll companies due to the previous company losing its contract with UPS, which resulted in payroll checks not being received for 7-10 business days by PSD. The new company will be saving PSD \$2,000.00 a year.

PSD will be leaving JP Morgan Chase Bank due to Coconino County awarding a new banking contract for PNC Bank that includes the PSD warrant account. The County handles the process and PSD is just following along.

Office staff is now enrolled in online training classes through Pryor Learning.

Staff is working to create a policy for the hookups for the sewer. PSD staff will not be allowed to assist residents with applications for financial assistance with PSD costs. Residents will be referred to Coconino County as the County has a program to assist residents with operation and maintenance fees.

5. Approval of the Board Minutes for February 13, 2025

Dick Drinen addressed that, in item number four, his name needs to be added as a vote of approval. Staff will adjust the minutes with the correction.

Mark Giebelhaus moved to approve the minutes with the correction. Len Friedlund seconded. Mark Giebelhaus, Len Friedlund and Dick Drinen voted to approve. No nay votes.

6. Correspondence

A customer of the community has expressed the difficulties of the billing system and Catalyst, the online payment service. Coconino County is contracted with Catalyst so, unfortunately, PSD cannot do anything to change from Catalyst.

7. February 2025 Budget Review

Staff presented to the Board that PSD is on track within its budget. Kass Kral stated that we are doing well, but everything just gets progressively more expensive over the years, so PSD does well budgeting high and then coming in under those projections of costs.

The budget committee will continue with their meetings to present the FY 25-26 budget in May for Board approval.

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

David Richardson (DR) presented that one of the field operators has received his CDL along with getting his Grade 1 Wastewater Operator Cert, he will be testing for his Grade 2 as soon as ADEQ allows him too.

APS appointment coming up for the rebate checks.

DR wants to get extra pumps for the wetwell as backups. Costs for chemicals are going to go up with the new tariffs.

B. Unfinished Business:

9. Discussion and update regarding Ardurra project summary

There was a pre-bid meeting held on March 18th with all the contractors interested in the Lake Odell removal project. The selected contractor will be allowed to store its equipment in the dirt lot that they met in, along with having access to excess materials from the West side construction, to help PSD save costs. Bids for the project will need to be submitted by 2:00pm on April 3rd.

10. Update regarding roof repair

The office building and shop building will each be getting a new roof in early April due to the heavy winds a couple months back causing damage.

11. Discussion and update on new Vac Con truck lease options

DR explained there was a Vac Truck demo in hopes of selling PSD a second machine if PSD's goes down. The price of the machine is too high versus all the improvements DR would like to make to the plant. He will still be looking for a second vac vehicle option that is smaller to fit into areas that the main truck cannot go.

C. New Business

12. Discussion regarding John Patton (Enviro Tech)

DR explained that John Patton will be retiring at the end of April. John Patton has been doing some electric work and pump training with field crew. We will be getting a new electrician when Patton retires. He is based in Phoenix, but he is often up here working. Kass recommended looking into a backup option to be considered.

13. Discussion regarding budgeting for new equipment and spare replacement parts

DR states there are no big purchases needed at the moment. With the revenue from the reuse water station, PSD can use it for small improvements to the plant and stocking items that get used frequently.

14. Discussion and possible action regarding new billing system

Staff discusses the pros and cons of starting with a new billing system. Staff proposes to stay with the current billing system and discuss a change in the Spring of 2026 that could be implemented for FY 26-27. PSD is working on an online program for residents to see their bill but it is built around the current billing system. If the current billing system goes away, PSD will have to start over with creating online access.

Kass Kral advises staff to continue what PSD is doing and add further information to the bill to address the few complaints that have come in. More information seems better than changing the whole system.

Kass Kral noted to add an agenda item in the future to go over the Rules and Regulations to discuss adding late fees and further fees or charges.

Call to the Public

No one requested to speak.

Kass Kral closes the call to the public

Len Friedlund addressed the APS work being done. Kass Kral has spoken with DR and there is no damage to report.

Meeting adjourned at 4:05pm