

**Pinewood Sanitary District**

**TO THE CLERK OF THE BOARD OF SUPERVISORS OF COCONINO COUNTY AND THE GENERAL PUBLIC: PLEASE TAKE NOTICE THAT THE BOARD OF DIRECTORS OF THE PINEWOOD SANITARY DISTRICT OF COCONINO COUNTY, ARIZONA, WILL HOLD THE MONTHLY BOARD MEETING ON MAY 08, 2025 AT THE PINEWOOD SANITARY DISTRICT OFFICE, 18044 S. FAIRWAY DR. AT 3:00 PM.**

**PURSUANT TO ARIZONA REVISED STATUTES SECTION 38-431.03 (A)(3), THE BOARD MAY VOTE TO GO INTO ONE OR MORE SEPARATE EXECUTIVE SESSIONS FOR LEGAL ADVICE FOR ANY ITEM ON THIS AGENDA**

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

**1. Open**

Kass Kral (Chairman) called the meeting to order at 3:03pm

**2. Pledge of Allegiance**

**3. Roll Call**

Kass Kral called roll. Len Friedlund, Barb Sherman, Kass Kral, Mark Giebolhaus, Joe Hedgecock and Dick Drinen were present. No members absent.

**4. Administrative Information**

-Oath of Office (Jim Trail)

Jim Trail was sworn in by Chairman Kass Kral as a Board member and joined the Board on the dais.

**5. Approval of the Board Minutes for April 10, 2025**

Mark Giebelhaus addressed that, in item number three, he called roll call and item nine his name is spelled wrong. Staff will adjust the minutes with the correction.

Len Friedlund moved to approve the minutes with the correction. Joe Hedgecock seconded. Mark Giebelhaus, Len Friedlund, Barb Sherman, Kass Kral, Dick Drinen and Joe Hedgecock voted to approve. No nay votes. Jim Trail abstained for not participating in the prior meeting.

**6. Correspondence**

Staff discussed the email PSD received regarding a disgruntled customer who was unhappy about the rate increase.

PSD received a letter from a vendor stating there 5% tariff increase.

**7. April 2025 Budget Review**

Barb Sherman reported that at the end of May and June PSD should be almost even with the budget. PSD had two necessary large bills - one to Ardurra for two months of work, and a second for building operations due to the necessary roof repair.

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

David Richardson (DR) reported that the belt press bearings are wearing out. Due to the machine being so outdated, it is difficult to find a company that will service the belt press. A company in Flagstaff is potentially going to build new rollers, but in the meantime the belt press is up and running.

The new line camera issue is still unresolved - PSD received the camera but there were still issues. The company has found that it is not just a camera issue, there is a software issue. They are working on correcting the software glitch and updating the camera.

PSD has entered into a service agreement with Williams to jet Williams' manholes. Two of PSD's field crew workers are in Williams bringing in Operation and Maintenance revenue from the work, which funds will go to fixing issues around the District. DR is looking into other places that may need help to generate additional revenue.

## **B. Unfinished Business:**

### **9. Discussion and possible action regarding proposed FY 2025-2026 budget**

Barb Sherman presented the proposed budget with little to no changes since April's board meeting. Revenue has gone up due to the \$10.10 O&M increase each month approved in 2024 and going into effect starting July 1<sup>st</sup>, 2025. The increase will potentially be put into the WIFA account to be used for the bi-annual loan payments. Additional revenue could be brought in through the reuse water station or hiring out PSD's equipment for potential income, but those two items are not incorporated into the budget. Other accounts are pretty much level. She discussed certain expenses going up that are out of PSD's control next fiscal year.

Barb Sherman moved to approve the FY 2025-2026 budget as written. Mark Giebelhaus seconded. Mark Giebelhaus, Len Friedlund, Barb Sherman, Kass Kral, Dick Drinen, Joe Hedgecock, and Jim Trail voted to approve. No nay votes.

### **10. Discussion and possible action regarding New Jetter truck**

DR provided an update on the option to lease a new Jetter Truck that was discussed at the April 10<sup>th</sup> 2025 Board meeting.

DR stated this machine will be more useful in some of those smaller areas of the park that are not as accessible with PSD's Vactor truck. Leasing the Jetter truck has many benefits for PSD. It will take 180-220 days to be delivered if approved now to be ordered.

Joe Hedgecock moved to approve a lease agreement for a new jetter truck. Barb Sherman seconded. Mark Giebelhaus, Len Friedlund, Barb Sherman, Kass Kral, Dick Drinen, Joe Hedgecock, and Jim Trail voted to approve. No nay votes.

#### **11. Discussion and possible action regarding New Blowers**

DR stated he would like to rent 2 new Aerzen blowers. Renting these two blowers instead of the four will cost roughly \$120,000-\$130,000 rather than all four blowers at \$220,000. The other 2 blowers will be incorporated in the FY 26/27 budget. The new blowers are more efficient and PSD may get rebates and will certainly save on electricity.

Len Friedlund moved to approve the lease of 2 blowers. Joe Hedgecock seconded. Mark Giebelhaus, Len Friedlund, Barb Sherman, Kass Kral, Dick Drinen, Joe Hedgecock, and Jim Trail voted to approve. No nay votes.

#### **12. Discussion and possible action regarding Ardurra/Summit proposed schedule**

DR reports schedule for work being done to Lake Odel.

DR asked the board and public to keep an eye out on the project taking place to be sure everything is up to protocol with work starting around Memorial Day weekend. No action taken.

#### **13. Discussion and possible action regarding termination of Arzurria/Twin D and possible new business with Pro Pipe**

DR reported that Twin D have not been accomplishing what they said they would in the contract. There have been some unfortunate issues with the company and only 1 CDL driver. DR is actively communicating with other camera companies along with waiting on Ardurra to give further information on if they can find anyone else. No action taken.

### **C. New Business**

#### **14. Discussion and possible action regarding customer account policies**

Staff are currently drafting policies to distribute to the community in response to common questions. Each policy will be written in full compliance with Coconino County regulations.

Kass Kral advised staff to post SOPs and customer policies on the PSD website. No action taken.

**15. Discussion and possible action regarding selling Lake Odell property once it is complete**

DR states that selling the Lake Odell property is an option since PSD has no further use for the land once the construction has been complete. DR and PSD staff will look for more information involving the property and work with legal counsel on the process. No action taken.

**16. Discussion and possible action regarding new actuators and valves**

DR reported that he received a quote for six new valves used to regulate the dissolved oxygen levels in the plant. He recommended purchasing all six valves to ensure backups are available in case of equipment failure.

Joe Hedgecock moved to approve the purchasing of the new valves. Dick Drinen seconded. Mark Giebelhaus, Len Friedlund, Barb Sherman, Kass Kral, Dick Drinen, Joe Hedgecock, and Jim Trail voted to approve. No nay votes.

**17. Discussion and possible action regarding asset management**

DR has put together an asset plan which shows in order what the most important updates will be. The first item he discussed was the blowers, but this item is out of the way for now with the prior vote on the 2 new blowers. The rest of the items DR listed included parts and equipment for plant operations. Kass and Mark recommended putting the plan on the PSD website to show why funds are needed and where the funds are going. No action taken.

**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)**

No one requested to speak.

**D. Adjourn**

**Kass Kral adjourned the meeting at 4:27pm**

**Respectfully submitted,**

**David Richardson  
District Manager**