

## **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 JUNE 12, 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 3:01pm

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

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

Kass Kral called rolled. Kass Kral, Len Fridlund, Jim Trail, Barb Sherman, Mark Giebelhaus, Joe Hedgecock and Dick Drinen all present. No one was absent.

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

Diana Shelnutt (Office Manager) has gotten her certificate of completion for Office Manager through Yavapai College.

David Richardson (DR) is going to go to get his utility management certificate through American Water College.

#### **5. Approval of the Board Minutes for May 8, 2025**

Barb Sherman moved to approve the board minutes as written. Len Friedlund seconded.

Kass Kral, Barb Sherman, Len Friedlund, Dick Drinen, Joe Hedgecock, Mark Giebelhaus, and Jim Trail all voted in favor. No nay votes.

#### **6. Correspondence**

Staff presented that PSD received 2 tariff letters from old vendors.

#### **7. May 2025 Budget Review**

Barb Sherman discussed that PSD is on track overall for its budget even with the heavy engineering costs that were anticipated.

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

DR reported that PSD has received the camera back after getting it repaired. PSD field technicians are making progress, up to 900 feet a day of line. PSD is on track to complete all camera work that was required through the ADEQ consent judgment.

Once PSD has received the blowers, DR is going to rearrange the plant to operate in a more efficient way.

DR is in the process of putting together a contract for emergency and routine sanitary system repairs which will act as an on call system in case PSD field technicians are unable to get to the job right away.

Kass Kral suggests posting a diagram schedule of the projects that are coming up on the PSD website.

## **B. Unfinished Business:**

### **9. Update regarding recently purchased items**

DR reports the jetter truck is in the beginning process of being completed and sent to PSD.

PSD has given the initial deposit for the blowers which are still 180 days out from delivery.

PSD is still waiting on the valves to be delivered.

### **10. Update regarding WIFA loan**

DR and Office Manager Diana had a meeting with the WIFA Board about the pending loan. The loan has been passed to go into final approval. PSD has another meeting on June 18, 2025, with the WIFA Board for such approval.

### **11. Discussion and possible action regarding Ardurra/Summit Lake Odell proposed schedule**

DR states the project is still waiting on the encroachment permit from Coconino County.

## **C. New Business**

### **12. Discussion and possible direction regarding future rate increase**

Barb Sherman began a discussion of how PSD should consider options for rate increases or possibly tax assessments for future funds needed for the system. The proposed increase would potentially be set aside to pay off the WIFA loan. Barb Sherman and the office staff discovered that tax assessments had been conducted in the past, but the most recent records they could find date back to 1997. She is currently exploring the possibility of tax assessments versus a potential rate increase as to what makes the most sense for funds needed for ongoing repairs and maintenance.

Dick Drinen addressed how PSD was paying for WIFA loans through WIFA fees set by the Board and that Operations and Maintenance assessments should not be used to repay the WIFA loan.

### **13. Discussion, guest speaker via phone, and possible action regarding “Water Wise in the Pines” workshop**

Alex Fauci with Arizona Water Company discussed her role with the company. AZ Water did a survey to see what the community was interested in and reuse water was one of them. DR, Diana and Alex have partnered up to do a workshop to teach people about PSD’s system and process along with AZ Water’s resources to provide conservation options.

Len Friedlund addresses that there will have to be some rescheduling due to other community events happening that day.

Office Staff will be in contact with Alex to get a new plan in place.

Office Staff requested \$200.00 for informative flyers for the event. Joe Hedgecock moved to approve the expense. Barb Sherman seconded.

Kass Kral, Joe Hedgecock, Barb Sherman, Dick Drinen, Mark Giebelhous, Jim Trail and Len Friedlund voted in favor. No Nay votes.

### **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)**

Nancy Huzar expressed questions about the WIFA loan and tax assessments and the status of her property.

Barb Timberman discussed that when she had bought her house they were paying the normal sewer bill with additional payments for the WIFA loan and once it was paid off it was wiped from the bill.

Kass Kral has directed staff to help as needed.

### **D. Adjourn**

Kass Kral adjourned the meeting at 3:47pm

**Respectfully submitted,  
David Richardson  
District Manager**