

PINETOP-LAKESIDE SANITARY DISTRICT

2600 W. ALISA LN. * LAKESIDE, AZ 85929 * PHONE (928) 368-5370 * FAX (928) 368-6039

**REGULAR SESSION
MINUTES
July 13, 2016**

1. CALL TO ORDER

The Board Chair called the Board meeting to order at approximately 6:00 PM.

2. OPENING CEREMONY

The District Manager led the Board, Staff and Public in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were: Diana W. Butler, Board Chair; Dennis Bluhm, Board Member and Mark S. Wessel, Board Member. Staff Members present were: David Smith, District Manager and Linda Lionberger, Executive Assistant.

Present by telephone: Paul W. Meier, Board Secretary
William R. Whittington, Legal Counsel for the Governing Board.

Excused: Christopher C. Kengla – Board Vice-Chairman
Mark Heberer – Finance Manager

4. CONSENT AGENDA

Board Member Wessel asked the District Manager why the Navajo County Warrant No. 541900091 was replacing Warrant No. 541900088. The District Manager responded to Board Member Wessel that perhaps there was a difference in the dollar amount that was due to Navajo County for the debt servicing.

Board Member Bluhm made a motion approving the Consent Agenda, which included the minutes of June 08, 2016, Regular and Executive Sessions; the Presentation, Approval, and Payment of Bills, Invoices, Warrants, Capital Purchases and the Navajo County Warrants Nos. 541900091 and 541900092, as presented by Staff. Board Member Wessel seconded. Motion passed unanimously.

5. CALL TO THE PUBLIC

The Board Chair opened the Call to the Public at approximately 6:02 PM. The public members that were present did not request to address the Board of Directors. Therefore the Board Chair closed the Call to the Public at approximately 6:04 PM.

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

The Board Chair did not have a report.

Board Secretary's Report.

The Board Secretary did not have a report.

Manager's Report.

Update – WWTP Project.

The District Manager reported that Staff was expecting the automatic valves to be delivered next week and that the contractor should be on site the week of July 25th to install the valves and piping.

The District Manager reported that with the chlorine changes it appears to be resulting in a \$30K per year savings and the electrical savings could be \$60K per year.

The District Manager reported that Staff was working on ironing out an equipment issue with the Blowers. The District Manager also reported that the issue with the blowers appears to be a programming issue.

Update – Joint Meeting

The District Manager reported that the Blue Ridge School District has offered to host the Joint Meeting and the School District Staff would be getting back to the District's Staff with the details.

Update – Plant and Collection System Departments activities

The District Manager reported that the Collection System Staff did not inspect manholes or clean sewer lines for the month that the Vac Truck was down for three weeks and that the Staff was locating several laterals. The District Manager also reported that the pump that was ordered has been installed on the truck and it was back in service.

The District Manager reported that there were fifteen new sewer permits for the month.

The District Manager reported that the average flows for the Plant was 850K gallons per day, organic removal was at 95%; compost produced and sold was 50 yards and that the paper/cardboard received was 47 tons.

The District Manager reported on a side note that over the fourth of July weekend the flows were at approximately 1.3 mgd and that the Plant handled the flows without any issues.

The District Manager reported that the mixers were having a tripping issue with the motor saver feature and that if it was unbalanced for more than 7% they shut down and Staff has to manually reset the mixers. Staff was working on resolving this issue.

Board Member Wessel asked the District Manager what was causing the tripping issue. The District Manager responded to Board Member Wessel that the District was at the end of the electrical transmission line and that could be creating the issue. The District Manager explained that was why the harmonic filters were installed for the blowers.

Board Member Bluhm asked the District Manager if the flows increased or decreased in comparison to last Fourth of July weekend. The District Manager responded to Board Member Bluhm that the flows did decrease slightly in comparison to last year. Board Member Bluhm indicated that could have been because of the Cedar Fire.

The Manager's Reports and discussions concluded.

Accounting Report.

The Finance Manager was excused there was not a report.

7. BUSINESS

Discussion, consideration and possible action regarding the Crimson Oak Sewer Line Extension Project #15-3: Payment Request #1 – Hatch Construction and Paving, Inc.

Board Member Meier exited the meeting by telephone and was physically present at approximately 6:12 PM.

The District Manager explained that when the pay request was submitted that it was at 27.3%. The District Manager also explained that as of today the project was at 54% according to the job costs; with 28% of the road repaved and 69% of the 8" sewer pipe installed. The District Manager then explained that there have been some issues and that there was sloughing off of the soil into the trench, because of the saturated soil conditions that the contractor has encountered. The District Manager stated that the contractor had hoped to be completed by the middle of July, but they have indicated that they may revise their schedule.

The District Manager recommended approval of Payment Request #1 in the amount of \$80,715.15.

Board Member Bluhm made a motion approving the Crimson Oak Sewer Line Extension Project #15-3: Payment Request #1 to Hatch Construction and Paving, Inc., in the amount of \$80,715.15. Board Member Wessel seconded. Motion passed unanimously.

Discussion, consideration and possible action regarding an Intergovernmental Agreement (IGA) between the County of Navajo, The Navajo County Recorder and the Pinetop Lakeside Sanitary District for the provision of Election Services.

The District Manager explained that the IGA was requested by Navajo County to continue to provide Elections Services for the Board Member Elections. The District Manager recommended approval of the IGA.

Board Member Meier made a motion approving the Intergovernmental Agreement between the County of Navajo, The Navajo County Recorder and the Pinetop Lakeside Sanitary District for the provision of Election Services. Board Member Bluhm seconded. Motion passed unanimously.

Discussion, consideration and possible action regarding the Budget and advertising efforts for the District's Open House.

The District Manager discussed the post board display that was on display for the Board Members, handouts that have been printed, placing an article/advertisement regarding inviting the public to the Open House Facility Tours in the local newspaper and that Staff planned to serve barbeque sandwiches and hot dogs.

The Board Chair asked the District Manager how many hourly employees would be working the Open House. The District Manager responded that there would be approximately six hourly employees for approximately five hours. The Board Chair discussed that recently her employer had a volunteer day and that they found out through their legal counsel that as long as the employee was not doing their normal job that they did not have to pay the employees' overtime if they volunteered. The District Manager discussed that there are employees that prefer to comp their time rather than receive payment.

Board Member Wessel stated that Management Staff would what to make it clear to the employees that it would be volunteer and that there would be no repercussions if they did not volunteer.

The Board Chair asked Mr. Whittington if she was correct in her understanding of employees' volunteering their time. Mr. Whittington responded to the Board Chair that

she was correct. The employee could volunteer as long as they are not performing their regular job duties and it doesn't cross the line.

The District Manager asked Mr. Whittington for a clear understanding of compensation for the hourly employee the District would only have to pay them their regular hourly rate and not the overtime rate. Mr. Whittington responded to the District Manager that was a fair statement. However, management wants to make sure that you aren't asking the employee to do what could be remotely related to what they do during a regular work day.

Board Member Wessel made a motion approving the District Manager's Budget of approximately \$1,700.00, plus or minus at the District's Manager's discretion in support of the District's Open House. Board Member Bluhm seconded. Motion passed unanimously.

8. FUTURE AGENDA ITEMS

The Board requested that the following Agenda item(s) to be scheduled for the August 10, 2016; Board meeting:

- (1) Payment Request for WWTP SCADA – PACE.
- (2) Payment Request for WWTP Upgrade Project – Schofield Civil Construction, LLC.
- (3) Payment Request for Crimson Oak Sewer Line Extension Project #15-3 – Hatch Construction & Paving, Inc.

The Board Chair directed the Board Members if they have any items for the Agenda to contact the District Manager.

9. ADJOURNMENT

The Board Chair adjourned the meeting at approximately 6:22 PM.

Adopted and approved this 10th, Day of August, 2016.

/s/ Diana W. Butler
Diana W. Butler, Board Chair