

**PINETOP-LAKESIDE SANITARY DISTRICT**

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**REGULAR SESSION  
MINUTES  
September 20, 2016**

1. CALL TO ORDER

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

2. OPENING CEREMONY

The District Attorney led the Board and Staff in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were: Diana W. Butler, Board Chair, Christopher C. Kengla, Board Vice-Chairman and Mark Wessel, Board Member. Staff Members present were: David J. Smith, District Manager, Mark Heberer, Finance Manager and Alexandria Shea, Planning and Design. William R. Whittington, Legal Counsel for the Governing Board was also present.

Present by telephone: Paul W. Meier, Board Secretary

Excused: Dennis Bluhm, Board Member

4. CONSENT AGENDA

*Board Member Kengla made a motion of approving the Consent Agenda, which included the minutes of August 10, 2016, Regular Session; the Presentation, Approval and Payment of Bills, Invoices, Warrants and Capital Purchases as presented by Staff. Board Member Wessel seconded. Motion passed unanimously.*

3. A. Discussion, consideration and possible action relating to the following: District Board of Director's Officer's positions: Board Chair, Board Vice-Chairman and Board Secretary.

*Board Member Wessel moved to adopt the Board Officers: Christopher C. Kengla, Board Chair; Paul W. Meier, Board Vice-Chairman; Mark Wessel, Board Secretary; Dennis Bluhm, Board Member; Diana Butler, Board Member. Board Vice-Chairman Kengla seconded. Motion passed unanimously.*

5. CALL TO THE PUBLIC

The Board Chair opened the Call to the Public at approximately 6:07 PM. As there was no one present, the Board Chair closed the Call to the Public at approximately 6:08 p.m.

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 Upgrade Project

The District Manager stated that the upgrade on the treatment was almost completed and that the contractor was waiting on parts but the actual functionality of the pieces installed were working. The SCADA was almost complete and once completed it would allow the new equipment and the new SCADA to communicate with each other. The contractor was waiting on the grading and valve parts and that there were very few items on the punch list. The District Manager explained that the design of the treatment was turning the oxidation ditch into a storage basin. He further explained that during the day the flow increases and at night the flow decreases so with the valves and the computer controls it will monitor how much flow was coming into the plant for the last 7 days and so it will pinch down the valve and only allow 700 gpm. During the day the level in the ditch will rise and at night it will fall, which means we will get a more even flow through our treatment process over a 24 hour period. Instead of getting a high of 1400 gpm and then a low of 300 gpm we will get an average of 700 gpm throughout the day. The valve should be here in 2 weeks.

The District Manager stated that this has been a good investment. The Board Chair asked if it was too early to determine the efficiency of the new parts. The District Manager explained that over the past 4-1/2 years the treatment plant as a whole has used about 170 kWh and for the past 3 months we have averaged less than 90 kWh. The District Manager further explained that over the past 4-1/2 years it has averaged \$15,000 and was now under \$8500. There was also an 80,000 kWh reduction.

The District Manager reported that staff is becoming familiar with using the gas chlorine and have learned that the more time the chlorine has to react, the better it does. More fecal coliform was killed because of more detention time with the chlorine. Operators are

also getting training in this area so there are more than one or two people understanding the process.

The Board Chair asked if the killing of the additional fecal coliform has affected the sludge. The District Manager explained it's a little too early to tell but the clarity of the water is better than it has been in a long time as the plant was running good.

The Board Chair asked if we were at that certain level that was explained in the presentation for the upgrades. The District Manager responded that we are not there yet, Staff was working on removing the nitrogen, which was down from 30 ppm to approximately 20 and Staff's goal was 10, as that was what the clean water standard was.

The District Manager explained that the blower manufacturer representative was expected on Thursday to review the blowers to possibly do some programming changes, because the blowers never shut off but idle at 5%.

Board member Wessel stated that he likes to hear about the clean water as that is why we are here and that we are headed the right way.

The District Manager further explained that there was a suspended solids test that we do that passes the water through a filter that has been weighed, traps the suspended solids on the filter, then put it in the oven and weigh it after it dries. He explained that if we get 10 it is good and anything more than 10 we need to look at how our process is running and we get less than 1.

Board Member Wessel asked how we tell the world what we are doing.

The District Manager stated that we get a good track record first. After we've been doing it for a year, we say here are the savings and here is the water quality.

Board Chair Kengla said he agreed with Board Member Wessel that we need to tell the public, let people know about it.

Board Member Wessel stated that many people think we do paper but we are about clean water that happens to use paper.

Board Chair Kengla said that he doesn't think the public knows that we have upgraded the plant, there are a few, that we may need to get the press in here and have some kind of article that we have upgraded the plant.

Board Vice-Chairman Meier stated that since we have converted to the new blowers and with the energy cost savings, it will overtime pay for itself.

The District Manager responded that as long as we are not hurting the treatment and we have seen the process improve. Overall it has been a good project.

## Update - Plant and Collection System Departments Activities

The District Manager reported that the collection department cleaned approximately 4,500 feet of sewer line, televised about 500 feet, the treatment plant averaged just under 1 mgd, efficiency removal was 98%, received about 61 tons of cardboard and paper, produced 52 yards of compost, sold 7 yards of compost.

The District Manager reported that the fresh water well failed due to over-use and that we need to re-think how this water is used. It is used to water compost piles and other things. He is looking to purchase an automatic backwash filter for the lines that extend to the marsh so that we can supply our own water for some of our needs instead of pulling water out of the ground.

Board Member Wessel asked if the grass here was water from the well.

The District Manager responded that the grass was watered using effluent and explained that the sprinklers get clogged from the solids and that the filter system would eliminate this problem. He explained that the belt press uses approximately 85 gpm of water and that there are a lot of mechanisms that could benefit from the filter system. He said that he hopes to have bids in by next month.

### ***The Manager's Reports and discussions concluded.***

#### Accounting Report.

The Finance Manager reported that there was an increase of 3 sewer connections for the month of August: 2 new connections, 2 re-connects and 1 suspension, the total number of sewer connections are at 8,097, with revenue expenses well in line but we are just starting off with 2 months in but not anticipating any issues.

### ***The Finance Manager's Report concluded.***

## 7. BUSINESS

### A. Discussion, consideration and possible action regarding the WWTP Upgraded Project; Payment Request #6 - Schofield Civil Construction, LLC; Navajo County Warrant No. 541900095

The District Manager explained this is a pay request from the company doing the upgrades at the plant for \$54,191.37. The original contract was approximately \$843,000; a couple of change orders were added increasing the contract to approximately \$876,000. The District Manager then explained that the contractor doesn't have a too much remaining on their contract.

The Board Chair asked if the \$30,000 was the retention. The Finance Manager explained that the retention was reduced according to our contract documents after the project was completed 50% provided there were no issues or problems; instead of withholding 10% we reduce it to 5%. He further explained that some of the retainage was being released.

***Board Member Wessel made a motion approving Payment Request #6 to Schofield Civil Construction LLC in the amount of \$54,191.37 and the Navajo County Warrant No. 541900095. Board Member Butler seconded. Motion passed unanimously.***

**B. Discussion, consideration and possible action regarding the Crimson Oak Sewer Line Extension Project #15-3**

The Finance Manager explained that one change order was a credit and one was a debit in almost the same amount, making the contract reflect the actual work performed. He further explained that there was additional work ordered done that changed the contract by \$900. The net contract amount was \$332,061.85. The original contract amount was \$327,795 so it's roughly a \$3,300 increase to the contract document. He explained that this was payment request #2, they are 100% complete and Staff was asking for release of the payment for all except retainage as we are waiting on lien releases before we release the final retainage. The payment request is \$198,936.55 and there was an accompanying warrant which was a little more as this also includes pay request #1. The Finance Manager explained that he did not do a warrant for pay request #1 and that this warrant covers both pay requests.

***Board Member Wessel made a motion approving Change Orders #1 and #2, the Final Adjustment to the Contract, Payment Request #2, in the amount of \$198,936.55 and Navajo County Warrant No. 541900096. Board Member Butler seconded. Motion passed unanimously.***

The District Manager noted that the contractor did a good job and that Staff was pleased with their performance. Ms. Shea of Planning and Design verified that Navajo County was to chip seal the roads in the project area this week or next and that the plans have been sent to John Murphy for his review and his signature for the engineer's certificate of completion.

**C. Possible vote to go into Executive Session to receive legal advice pursuant to A.R.S. §38-431.03 (A)(3) re: Use of District intellectual property; status of demand.**

**8. PERSONNEL MATTERS**

**A. Possible vote to go into Executive Session to receive legal advice pursuant to A.R.S. §38-431.03 (A)(3) and give instructions to legal counsel pursuant to A.R.S. §38-431.03 (A)(4) re: Hayes demand and potential resolution of the same.**

