

**PINETOP-LAKESIDE SANITARY DISTRICT**

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

**REGULAR SESSION  
MINUTES  
September 12, 2018**

1. CALL TO ORDER

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

2. OPENING CEREMONY

Board Secretary Place led the Board, Staff, Legal Counsel and Public in the Pledge of Allegiance.

3. ROLL CALL OF BOARD MEMBERS

Present were: Diana W. Butler, Board Chair; Neal Whittle, Board Vice-Chair; Patrick B. Place, Board Secretary and Christopher C. Kengla, Board Member. Staff Members present were: David Smith, District Manager and Linda Lionberger, Executive Assistant. William R. Whittington, Legal Counsel for the Governing Board was also present.

Excused: Paul W. Meier, Board Member

4. CONSENT AGENDA

*Board Vice-Chair Whittle made a motion approving the Consent Agenda, which included the Minutes of August 08, 2018, Regular Session, Presentation, Approval and Payment of Bills, Invoices, Warrants and Capital Purchases; as presented by Staff. Board Member Kengla, seconded.*

*The vote was as follows: Board Chair Butler, yes; Board Vice-Chair Whittle, yes; Board Secretary Place, yes and Board Member Kengla, yes. Motion passed unanimously.*

5. CALL TO THE PUBLIC

*Board Chair Butler read the Call to the Public statement and opened the Call to the Public at approximately 6:03 PM. There was a public member present requesting to address the Board.*

A Public Member asked Board Chair Butler if he wished to address the Board regarding an Agenda Item, would he wait until that item was discussed. Board Chair Butler

responded to the Public Member that he would wait until that Agenda Item was opened for discussion.

Mr. Larry McCormick a property owner and customer of the Pinetop Lakeside Sanitary District addressed the Board.

Mr. McCormick was present tonight to discuss recycling. Mr. McCormick said that he moved up here a couple of years ago and that he had some questions, ideas and wants to address them and learn from his questions. He was involved in recycling for thirty years in the Valley and that was a curbside recycling program. His thought regarding recycling was if it's not easy it doesn't work and it usually was not easy. There were some items that he wanted to discuss with the Board: (1) Copy of the Notice of Suspension of the cardboard bins read that only cardboard would be accepted and he asked if this was a misprint, he thought paper products were also accepted.

Board Chair Butler responded to Mr. McCormick that the bins were specific with the cardboard and not for trash.

Mr. McCormick said that he understood that the Digester accepts all types of cardboard such as greasy pizza boxes and paper products. He just wanted to be clear on what the Digester accepts for recycling.

Mr. McCormick continued with his questions: (2) The District's website did not have available a Public Records Form and that on the website there wasn't any information regarding the compost/soil additive that the District produces and has for sale; (3) The dynamics of the population causes contamination of the dumpsters. He said that he would like to see more information regarding the compost on the website. The seasonal population that do not contract for weekly trash pickup may in turn place the trash in the recycling bins and there are those seasonal residents that take their trash back with them to properly dispose of the trash.

Mr. McCormick asked Board Chair Butler what could the District provide to help alleviate the trash dumping in the bins. Board Chair Butler responded to Mr. McCormick that the trash and contamination in the bins has gotten worse over time and that it was not easy for the Town of Pinetop Lakeside to monitor the bins and that everyone needs to be individually responsible for handling their trash.

Mr. McCormick said that he wasn't sure what the answer was and that was why he was present this evening. He said that he was a cyclist and use to race quite a bit and that his friend's brother was involved in recycling. From day one there has been contamination and he doesn't want to blame the seasonal population. He asked to solve the recycling problem is an answer an education process of the public, security with cameras what could be done? There is basically no recycling in the area its non-existent. He said that he approached the Town Council asking who was authorized to pick up the bins, the bins were picked up by the refuse company and when he went to the landfill there were signs

that the recycling would be ending on a certain date. The Town of Pinetop Lakeside personnel indicated that they need a year to put a program in place.

Mr. McCormick said that it was important not to load the land fill with materials that could be recycled. The trucking of the recyclables to Payson and St. John's doesn't make sense. If the Sanitary District could solve the problem he would like to be part of the process, as a community there was a need to continue with the recycling.

Board Chair Butler responded to Mr. McCormick that the Sanitary District only deals with cardboard/paper products. The Town of Pinetop Lakeside would be the responsible party to deal with other recyclables and that from her understanding the Town was presently trying to look at the process and work on a solution for the public. In the in between time who is responsible, this was not in the Sanitary District's list of what we do.

Rob Ingels, a property owner in the District said that perhaps a committee could look at monitoring the site and that it could take over at least a year until a solution was found.

Board Chair Butler asked the District Manager if he would like to provide any input. The District Manager responded to Board Chair Butler that this was not on the Agenda and he did not know what could be discussed and referred to Legal Counsel Whittington.

Legal Counsel Whittington advised Board Chair Butler that the item was not on the Agenda and for future discussion the item could be placed on a future Agenda.

Mr. McCormick said that if the discussion is a future Board Meeting Agenda Item he would like to be part of it. If the community grows with the recycling could the Digester grow and was it being over or under utilized.

The District Manager invited Mr. McCormick to contact him and he could meet with him and have him tour the Composting Facility and answer any questions that he might have.

Board Chair Butler said that hopefully there was a committee to volunteer. However, in her experience the members sometimes are not always available and then there wouldn't be any help.

Board Vice-Chair Whittle said that there are always individuals that indicate they would help out and then when the time comes they are unable. He said that he runs into this all time with volunteer services.

The Board thanked Mr. McCormick for his input.

***Board Chair Butler asked if any other public members present would like to address the Board. There was not a response; therefore Board Chair Butler closed the Call to the Public at approximately 6:20 PM.***

6. REPORTS AND CORRESPONDENCE

Board Chair's Report.

Board Chair Butler did not have a report.

Board Secretary's Report.

Board Secretary Place did not have a report.

Manager's Report.

Update – Collection System Department activities.

The District Manager reported that the Collection System crew cleaned approximately 1500 linear feet of sewer lines, they repaired and replaced a pump at the Scotts Pine Meadow #2 Lift Station and since the replacement of the pump the run time has been averaging 1/3 of the hours from 240 minutes per day to 80 minutes per day since August 30<sup>th</sup>.

The District Manager explained that the old pump was a grinder pump and rags were getting caught in it. The grinder pumps are designed to pump up higher head. The replacement pumps would be solids handling pumps with less maintenance.

Board Secretary Place asked the District Manager if he has seen any increase flow coming into the Plant. The District Manager responded to Board Secretary Place that there wasn't an increase of flow coming in. The step screen does help take out the rags.

Board Member Kengla asked the District Manager what the other pump that may need replacing was. The District Manager responded to Board Member Kengla that Quality Hills was currently running on a single pump and needs rebuilding, Staff will need to purchase the parts for the Lift Station.

Board Member Kengla asked the District Manager with the secondary screening it might behoove the District to replace the grinder pumps and install straight flow pumps. The District Manager responded to Board Member Kengla that until a gravity line could serve the Mogollon Rim Lift Station a grinder pump was required.

The District Manager reported that the crew repaired an 8" main located on Gray Fox, a Force Main at WMCC and repaired a sewer lateral on Christmas Tree Circle in Pinetop Country Club.

Update – Plant Department activities.

The District Manager reported that the average flows for the month of August 2018 averaged .9 MGD, Organic removal was at 97%; the nitrogen levels increased to 11. mg/L, but have decreased to 3.7 mg/L this week.

Board Member Kengla asked the District Manager if the recent rains created the change in the process. The District Manager responded to Board Member Kengla that Staff did change the process of the microorganisms, which resulted from the wasting process and decreased the good bacteria; it wasn't due to the rains.

Board Vice-Chair Whittle asked the District Manager was it due to the air to fecal. The District Manager responded to Board Vice-Chair Whittle that it was because of the summer season population. Staff was wasting too much too fast.

Board Vice-Chair Whittle asked the District Manager that he did recall the Plant Operators were fighting the grease from the Collection System Crews cleaning the sewer lines was that a factor. The District Manager responded to Board Vice-Chair Whittle that it was changing the process and population of the microorganisms.

The District Manager reported that the Composting Facility received 34 tons of paper/cardboard. The Front Bins are being emptied 2 to 3 times a day. Compost produced was 102 tons with 158 yards sold.

The District Manager reported that the cardboard/paper bins may have to be moved inside the fenced area of the District and made available to the public during business hours. The wish full recyclers were dumping contaminated/trash products into the bins and around the bins after hours and on the weekends.

Board Member Kengla asked the District Manager with the 158 yards of compost sold was there enough stockpiled. The District Manager responded to Board Member Kengla that there was plenty of compost and that the Town of Pinetop Lakeside recently picked up approximately 100 yards.

Update – Wastewater Treatment Plant SCADA.

The District Manager reported that PACE sent a technician to the District and he placed a computer on the SCADA to locate the communication problems. On 8/22/18 there was a communication issue; on 8/23/18 there were not any communication issues. The PACE representative suggested that the relays were updated and changed. Staff ordered relays, because the ones in place were 2003 models and since they have been installed Staff hasn't experienced any calls. PACE left a computer for the District to record the communications that are taking place.

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

## Accounting Report

The Finance Manager was excused.

The District Manager reported that all was smooth in the front Office. The Staff was working on streamlining the commercial billing by billing the commercial accounts on a yearly average spread out over four quarters. The thought was to help the commercial customers have a set amount for their budgets. Each year the average would be recalculated with the past years water reads. This would also save the District costs by purchasing the water reads once a year instead of quarterly and paying a quarterly fee for the water read reports.

***The District Manager for the Finance Manager's Report concluded.***

## 7. BUSINESS

Discussion, consideration and possible action: Purchase of screening equipment for the Compost Building.

The District Manager said that the final screens are the finishing process and that takes 7 minutes per yard of the finishing process and that was a lengthy process. The thought of purchasing the screening equipment would decrease the process. He said that he was out at the Perkins Cinder site and reviewed their screening process and equipment. Their equipment was extravagant and costly, but that with the different screening equipment the District Manager viewed the District only needed a less extravagant type of equipment for the composting process.

The District Manager presented the Board, Staff, Legal Counsel and Public Members a video of the different screening equipment that he received quotes on for the Composting Facility.

The Titling Deck Screen 310SE for topsoil screening did vibrate; had a back splash, adjustable back and was an electric motor.

EZ Screen 700 was gas; the metal sides appeared to be weak and bent easily.

Board Member Kengla said that the EZ Screen 700 appeared to vibrate more than the flat.

Board Member Kengla asked the District Manager in the video it showed the individuals with a Bobcat loader taking out the finishing product would the screen work with the District's loaders. The District Manager responded to Board Member Kengla that Staff uses a smaller loader and that it works well for the compost. The District has a grizzly for the construction jobs to screen out the rocks and debris.

Board Member Kengla asked the District Manager if was portable. The District Manager responded to Board Member Kengla that it was portable you would just need a generator

that would be at least a 3.5 KW. Staff could use the screening equipment to screen out the Waste Management Open compost pile that was sitting by the Composting Facility. Staff could start the screening of removing the contamination of plastic and glass in the pile.

The video was completed.

The District Manager said that he had three bids in the Board packet regarding the screening equipment.

Mr. Rob Ingels a resident of the community who owns 7 parcels in the District requested to speak.

Board Chair Butler asked Mr. Ingels to address the Board.

Mr. Ingels said that he appreciates the value of the clean compost and looking in house to make a product for reuse in his yard. He has purchased in the past the compost with the glass pieces and did not like the shiny glass pieces in his compost. He said that he was happy to see the District investing in equipment for the Composting Facility and that the equipment would serve the District's taxpayers. He said he wasn't sure if the screening would clean up all the glass. The value of the equipment would serve the taxpayers with a valuable compost product. He said that the value of the compost in the end if the District could make an additional product of higher quality would be a benefit. He suggested that the information of the availability of the compost was on the website to promote the product for the public. Letting the public know rather than hearsay is better for the public and then he mentioned property ownership in the District, because as a taxpayer he has toured the Digester in the past. He values the Digester and notoriety of the Digester instead of adding to the landfills waste stream. The Town of Pinetop Lakeside was the primary depositing of recyclable materials and looking ahead and thinking in the broad base of the community as he knows it would be looking for additional ways to recycle. He concluded that taking action as a Board to promote the Digester for the community looking for additional ways for the longevity of the Digester in the production of compost.

Mr. Ingels thanked the Board.

The District Manager discussed that this equipment was separate from the Digester this was just a process to screen out the material to make a material with marketability and that prices ranged from \$15K to \$24K, for the recommended equipment.

Board Vice-Chair Whittle asked if there were deck options. The District Manager responded to Board Vice-Chair Whittle that screening options were ¾" and 3/8" back filling the screens. Staff would look at purchasing the ¾" or 1"; the 3/4" could be used for backfilling trenches.

Board Member Kengla asked the District Manager was that adequate for the District. The District Manager responded to Board Member Kengla that you could always look at a bigger screen with 1 ½” or 2”, to sift out larger materials. You will always have a little contamination of soil. The Staff is hauling the concrete from jobs that has been stockpiled on the District grounds to Perkins, they crush and reuse it, and we do pay a fee to dispose of it. This is part of the job and keeping the District’s grounds cleaned up and removing debris.

Board Member Kengla said that he appreciated the thought process of the District Manager regarding the screen uses.

Board Secretary Place asked the District Manager if there was an extended warranty for the screening equipment in case it shakes itself to death. The District Manager responded to Board Secretary Place that there could be an extended warranty available. The cost of the equipment and with the vibrating of the equipment the maintenance should just be parts.

Board Vice-Chair Whittle asked the District Manager what was the run times. The District Manager responded to Board Vice-Chair Whittle approximately 4 hours once a week.

Board Secretary Place asked the District Manager was it stainless. The District Manager responded to Board Secretary Place that it was steel.

***Board Member Kengla made a motion approving the purchase of the screening equipment from Columbia Equipment Sales, Inc., not to exceed \$15,031.25, plus taxes. Board Secretary Place seconded.***

***The vote was as follows: Board Chair Butler, yes; Board Vice-Chair Whittle, yes; Board Secretary Place, yes and Board Member Kengla, yes. Motion passed unanimously.***

Discussion, review and update of the Open Meeting Laws for the Pinetop Lakeside Sanitary District’s Governing Board.

Legal Counsel Whittington reviewed the updates of the Open Meeting Laws with the Board Members present.

Legal Counsel Whittington passed a hand out to the Board Members and discussed the following items.

Page 2 – Definition of Meetings between Board Members by electronic communication involving a quorum and coming to a conclusion without a Public Meeting. This section was a reminder that was not allowed.



Page 4 - Contents of the Minutes, accurate descriptions of all legal actions proposed, discussed or taken and including a record of how each member voted. Names of persons who make statements or present material to the Governing Board and a specific reference to the legal action to which the statement or presentation relates.

Page 5 - Open Meeting Law Violations discussing the new fines to individual Board Members and that the fines could not be paid out of public funds.

Legal Counsel Whittington said that the District has an excellent Board and Staff that follows the procedures and was in one of the top 5 organizations with his firm that has had no issues with the Attorney General's Office.

***This item was for discussion, review and updating the Governing Board with no action taken.***

8. FUTURE AGENDA ITEMS

Board Chair Butler requested that the following Agenda item was scheduled for the Board Meeting of October 10, 2018:

- (1) Consideration of an increase to the compost fee to help defray costs.
- (2) Discussion of the cardboard/paper bins and the District's role regarding recycling.

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

9. ADJOURNMENT

Board Chair Butler adjourned the meeting at approximately 7:03 PM.

Adopted and approved this 10<sup>th</sup>, Day of October, 2018.

/s/Diana W. Butler

Diana W. Butler, Board Chair