



BUCKSKIN SANITARY DISTRICT

P O Box 5398
Parker, AZ 85344

Board of Directors:

Gary Svider Jeff Daniel Robert Troxler Patrick Jones Gary Hansen

MINUTES

OF THE BUCKSKIN SANITARY DISTRICT BOARD OF DIRECTORS

Regular Meeting

Tuesday, January 18, 2011 – 5:30 p.m.

Boat Safety Building, 8484 Riverside Dr. Parker, AZ 85344

Elected Board Members and District personnel present: Chairperson Gary Svider, Director Pat Jones and Director Jeff Daniel . Director Gary Hansen was absent. Other District Staff: District Administrator Pam Stark, Office Administrator Lin Bachtel, District Manager J. R Pooler, WWTP Operator JimKouthoofd. Other Attendees: Terry Jones, Tim Smith, Mike & Vicki Mack and Rob Troxler.

1. Call to Order

Chairman Svider called the Regular Meeting to order at 5:31 p.m.

2. The two newly elected Board Members, Gary Svider and Patrick Jones were announced.

3. (Action Item) Approve/Disapprove the Regular Meeting Agenda for January 18, 2011 as presented.

Director Jones made a motion to approve the Agenda as presented

Director Daniel seconded

Call to Vote ó 3 ayes Motion passed.

4. (Action Item) Review and select interested candidate to fill the board seat originally vacated by Shelly Rohde on August 17, 2010.

Mr. Pooler explained that it was posted on the District website and the office and post office for two weeks to look for interested candidates for the Board seat and we only received one letter from Robert Troxler.

Director Jones made a motion to approve filling the vacant seat with the one candidate that applied, Robert Troxler to fulfill the term vacated by Shelly Rohde.

Director Daniel seconded

Call to Vote ó 3 ayes Motion passed

Director Jones asked if we only had one and Pam explained that it was posted as it was in the past.

Mr. Troxler was asked to come forward and take his seat with the Board.

5. Roll Call

Gary Svider, Patrick Jones, Jeff Daniel and Rob Troxler were present and Director Hansen was absent.

6. (Action Item) Approve/Disapprove the organization and election of Board Officers for the calendar year 2011.

Director Troxler nominated Gary Svider as Chairman and felt that Gary had the time to commit and has done a good job in the past and Director Jones seconded

Call to Vote ó 3 ayes 1 Abstained 1 Absent Motion passed

Director Jones nominated Jeff Daniel as Vice-Chairman and Director Troxler seconded

Call to Vote ó 3 ayes 1 Abstained 1 Absent Motion passed

Director Jones nominate Rob Troxler as Secretary/Clerk and Director Daniel seconded

Call to Vote ó 3 ayes 1 Abstained 1 Absent Motion passed

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Director Troxler nominated Pat Jones as Treasurer and Director Daniel seconded
Call to Vote ó 3 ayes 1 Abstained 1 Absent Motion passed

7. Call to Public
No comments

8. District Financial Report as of December 31, 2010

Pam Stark explained the report and highlighted the new EPA Fund that was opened for the segregation of money for the Holiday Harbor project. She explained that there is \$1600 currently that came in from the plans purchased at the Bid. Director Jones asked where it goes from there and Mr. Pooler stated this will eventually go to the General Fund at the end of the project. Director Jones asked if it can legally go into the General Fund and Chairman Svider said you can direct it to the Holiday Harbor Project. Pam explained the additional funds in the other debt service will be applied to the principal of those assessments. Director Jones asked if the Line of Credit had been touched and Pam stated no.

9. Report from the Plant Operator on the treatment plant and collection systems.

Jim reported that all Lift Stations are now on auto dialers. There is preventative maintenance every day on the Lift Stations by the water and every other day at all the others. Martin's lift station auto dialer needs some parts and those have been ordered. The alarm lights need to be repaired at some of the lift stations. Two sand filters at the plant are cleaned and back online. The third sand filter is almost cleaned and should be back online at the end of the week. All trip hazards on the ground in the plant have been repaired. Director Jones asked about the handrail that was weak and Jim reported that it needs to be replaced. He said the solids in the aeration basin are looking good and the clarity in the clarifier is good, but can be better. He reported that we peaked at 47,000 gal per day over the weekend. Average days are 25,000-26,000 gal per day. Mr. Pooler said that the numbers are important due to the rumor that the plant capacity is too low and this plant's capacity is 225,000 gals per day so we are in good shape. Jim said there was a problem with a sand filter pump and it has been repaired although they do need to do some re-wiring for a back up pump to come on a little earlier. He said the head works had some problems and it was due to the contacts energizing and burning up the contacts. He said it has been fixed and should help control more smell. He said the Ponds was an issue due to some pump failures and that they replaced some relays and they have ordered all the relays to replace them all. The clay valve has arrived for the golf course side and Flo is going to dig for us to install it. He said Sandpiper is about ready to go from our side but they are having issues on their side and aren't ready yet. Mr. Pooler explained that he attended Sandpiper's HOA meeting on Saturday and they are having issues with their contractor and are going to put some legal pressure on him. Director Jones asked if we knew who their contractor was so we didn't use him and the answer was yes. Jim said the golf course is taking some water from our ponds but due to weather conditions they aren't taking a lot and it is filling our ponds. He said we should be good for another week. Mr. Pooler said we need to look into alternate sites to take our effluent. Director Troxler said he felt we need to look into the cost of another pond as a backup. Jim asked why we aren't supplying water to the County Park for their watering needs and it was discussed that there is no pipe to that park at this time. Director Jones asked how much property we own at the ponds and Mr. Pooler explained that is leased from the County, but it is about 5 acres. He explained that they have talked about planting grass around the perimeter and using the effluent to water that grass. Jim said that when Sandpiper starts taking their 15,000 gals per day it will be a significant help. Director Troxler said we need to negotiate a written agreement with the County on these items and not just a verbal agreement. Chairman Svider said he wanted to see an Emergency Plan regarding a new pond. Director Jones asked if we actually have a written agreement with the County now and the answer was yes. Mr. Pooler explained that a large tree had to be removed at the plant because the root ball was huge and put pressure on the wall and caused two (2) fractures in the plant wall. He also said that we are going to do some major cleanup of the landscaping around the plant as well. Jim explained an air scrubber for the head works had been ordered and it will turn over the air volume 3 times an hour.

Director Daniel asked about the state of the plant roof and Mr. Pooler said he would address later. Director Jones asked about the odor complaints on Hilltop and Pam explained that we had a complaint and that Mike is addressing all odor complaints. Director Jones said he believed there isn't enough flow there yet and it is going septic in the pipe. He wanted to know if water or chemical was the best way to treat it and Jim said that water will just dilute it. He offered some possible solutions.

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Mr. Pooler apologized and addressed the plant roof issue. He explained that a structural engineer came out and the good news was that the concrete portion was intact. He explained that the inspection is documented with pictures and a report is coming in. Sandpiper has the only set of design plans and we are going to digitize them. On top of the concrete wall is a parfair wall made of 2 x 4s and plywood sheeting. Most of that is in serious decay and it will need to be replaced at the entire north side and half of the east side. The dirt has to be hand dug about 2 feet wide. The short trusses need to be jacked up so the roof raises and replace the walls. New sheeting will be replaced and some large sections left open with grating to give some air. He said at some time all the sheeting will have to be replaced. He said that the northeast corner and northwest corner has a lot of rot and has to be removed and let the rafters down and replace the sheeting and refoam. He said the roof is in good structural shape. He said that he has asked that the staff remove the homemade air scrubbers from the roof as they have never worked. The Board recommended being careful. The master plan will identify the future of the plant. He said that there is an identical plant to this one in Yuma and would like someone to go and visit it. Director Jones asked if it would be cheaper to remove the roof rather than fix it and the answer was no. Mr. Pooler said that they want to install doors in the roof to help with the removal of pumps. Director Jones said he would like to see costs to do it both ways, by removing the whole roof vs. repairing it. Director Troxler said he agrees that he would like to see about removing it as well.

10. District Managers Report

Holiday Harbor Project

Mr. Pooler said we are running about 30-60 days behind and highway crossing started today diagonally and the entire south end is in the ground and they hope to start north tomorrow because of delays in the crossing. He said it was unfortunate that a letter went out to all the property owners by the contractor without our knowledge and a response letter is going out by hand and mail by Mr. Pooler that caused some confusion with the property owners. Director Jones wanted it recorded that Wagner Construction sent the letter out and Director Troxler said that we should address it with legal counsel. There is some analysis done regarding the extension of the taps and Mr. Pooler explained about the depth required and also explained the confusion regarding the grinder pumps and that the property owner would be responsible for the purchase and maintenance of the pump. He stated that Wagner Construction has given a verbal proposal of cost of going shallower and running it to the property line at contract bid price. Director Jones said he wants to see a credit for the trenching in this agreement. Mr. Pooler said we pay for horizontal distance and if they come up 14 feet we aren't paying any additional. Director Jones said he just wants it all written in the agreement and specifics. Chairman Svider asked the about the window frame and he said it sounds like they will need to know by the end of the week. Mr. Pooler said they were trying to buy some time and the first four owners have signed to have the pipe brought up. Some board members said the verbal thing doesn't work and Mr. Pooler stated that he was working with the local contractors who are working with the property owners to the lot work. Director Jones asked what the delays are from and is it a district problem and Mr. Pooler said none of this is due to us. There have been equipment issues, and they claim they are delayed by rock. Director Daniel asked about the digging on top of the hill and Director Jones said he is referring to the rock crusher. Mr. Pooler stated that is Combs construction and ADOT. He also said that watering is happening. He also stated that we are due a new schedule. Director Troxler asked if it was in the contract related to delays and Director Daniel asked if we have paid them anything yet.

Terry Jones asked if we are documenting the delays and Mr. Pooler said yes. Director Jones asked if written notification had been given to Wagner regarding the delays and Mr. Pooler said he was in the process. Pam explained the District office has a binder with all meeting notes and correspondence on this project. Director Jones said he would like to see all pay requests first.

Mr. Pooler talked about the District receiving a letter in regards to the ponds upgrade. Pam explained that the letter only came to the Chairman and she would make everyone else a copy. Mr. Pooler explained that a response is being drafted by the attorney and will wait for their response back to us. We terminated for cause and feel we owe them nothing. They will have to sue us. Director Jones said we have a lot of emails regarding this. Mr. Pooler said yes.

Master Plan update is in progress and the first public meeting is scheduled for Sat. and it has been advertised extensively. Mr. Pooler explained the process and stated that this is where the public has the opportunity to talk about anything to do with issues, concerns, plant sites, etc. He explained that it is posted in case any of the board members want to attend they can.

County Parks project is in a state of waiting on the developer. They are waiting for a response from BLM. They have passed their deadline and our issue is to get a line to the park and pump to our plant.

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It was discovered that a new pressure line would have to be installed as the existing lines are too small. Chairman Svider asked about the discharge line from the plant to the ponds and Mr. Pooler said he did some digging and confirmed it is one line that is 60, and there was hope there would be two lines, but it was only one. The thought is that we dig next to it and lay a second 60 line. Mr. Pooler said that it would be a good time to discuss IGAs and other things. It is a matter of timing with them. Director Jones questioned about the dumping of blue water and Jim stated that RVs aren't suppose to be carrying bluewater down the highway and when they hook up they will be using clear water as there pipes will be open.

Administrative Activities included the connection report and the staff is beginning to send letters out to advise them of the extension and criteria. Pam explained that we had a violation by Paradine Utilities for not pulling a permit prior to doing the work. Chairman Svider asked what we fined them and Mr. Pooler said that it was \$200 and the board asked why we didn't fine them \$1000 per our sewer ordinance. Mr. Pooler said that it takes some extensive legal work for that level of the fine. Director Jones asked if there is something regarding a second offense. Pam stated that we have called a meeting with all of the contractors to discuss this issue.

Expenses vs. budget worksheet is the same as you have been receiving and if there are any questions. Pam also explained that there was an organizational chart that was prepared so everyone can see who is doing what. Mr. Pooler said this is the approach of areas of responsibility for the staff. He invited any areas of concern or questions regarding what is happening. Mr. Pooler said that Pooled Resources has representatives here every week, we have done some more things to open more communication. He explained that John Bishop is also playing a more active role and is handling taps issues, property owner issues. Jeff Daniel asked about the storage rental and Pam explained that we acquired the new storage and paid for it for a full year, so it will show over budget. Mr. Pooler explained that Pam is coordinating the move from one storage unit to the other and Director Hansen has offered to go through all of the files and put them in order.

11. Consent Agenda

- a) Approval of Minutes of Regular meeting dated December 21, 2010
Director Daniel made a motion to approve the Regular meeting minutes of 12/21/2010
Director Troxler seconded
Call to Vote of 4 ayes Motion passed
- b). Approve Accounts Payable 12/11/10-1/7/11
Director Troxler made a motion to approve the Accts payables of 12/11/10-1/7/11
Director Daniel seconded
Call to Vote of 4 ayes Motion passed

Regular Agenda

12. (Discussion & possible authorization) Possible action enforcing the availability fee as stated in the Sewer Use & Ordinance Schedule.

Mr. Pooler stated that he included pages of the ordinance and discussed the availability fee. The due date was February 4, 2011. The extension was granted by the board and if they meet the criteria they qualify for the extension. If they don't meet the criteria they would then be reported to ADEQ and will be assessed this availability fee. Director Troxler asked about the groups that don't have a resolution to their hookups and Mr. Pooler stated they are exempt from this rule. Mr. Pooler stated that there is no action needed as it is part of the Sewer Use Ordinance Schedule. Jim asked where the fee goes and it was stated it goes to the plant account.
No action was taken

13. (Discussion & possible authorization) Possible authorization of a solution for the connection of the River Bend property owners that include parcel #s 311-43-009 thru 311-43-015.

Mr. Pooler explained there was meeting with those property owners and there was spirited discussion and there is a challenge in coming up with all the different alternatives and costs associated. He explained that John Bishop is preparing that report and it was unanimous to delay this item until the report is finished.

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Director Jones asked if we are doing all of this research and absorbing the costs because the owners don't have the capability. Mr. Pooler said yes as we don't believe they will be able to do the work individually. Chairman Svider asked if the preference was to postpone until a later date or just table it. Mr. Pooler said he would ask that they postpone it. Mr. Pooler stated no motion was needed.

14. (Discussion & possible authorization) Possible authorization to issue a credit for the installation of a pump at Parcel # 311-43-005A, 9388 Riverside Dr.

Mr. Pooler explained that the Mack's have included their request in the board packet. There were previous communication of an E-1 pump to be shared by them and another property owner and site preparation was done and then the pump was cancelled. They are asking for a credit against their assessment. This has been a long standing issue. Director Jones said he understands that this is a hardship credit if they may have to put in a pump, as he was not in favor of giving them a pump assessment, but would be ok with a hardship allowance against their assessments. Mr. Pooler said it wasn't for a pump, it is for the hardship. Director Jones asked in the future he would like to see it not worded as a pump and Pam asked where he was referring to and that she can't change their letter. Director Daniel asked if us as the District made an error and Director Jones stated that the original plan was to put a large E-1 pump on the Siar property and trees were removed and basically had a commitment to them and action was taken and then changed. Director Jones stated that Shelly Rohde ordered the pumps and Director Troxler said it was done without board approval. Mr. Pooler said that it would be applied to their assessment over time. Mr. Pooler said it is a residential property with two hookups and one will be gravity and one will be by pump. There is no longer a motel on this property and they had intended to possibly sell off a portion at a later date.

Mr. Pooler said if we have any future issues that the District bears responsibility of it should be in the form of a credit against assessments that are owed on that property.

Director Jones made a motion to approve a credit of \$3969 due to unforeseen plumbing expenses to the sewer connection for parcel # 311-43-005A

Director Troxler seconded

Chairman Svider asked if that is the correct parcel and the answer was yes.

Call to Vote ó 4 ayes Motion passed

Possible authorization to reduce the monthly usage fee on Parcel #311-43-005A, 9388 Riverside Dr. from 2 ó EDUs to 1-EDU based on water usage.

Mr. Pooler stated that the water usage was calculated and is less than 1-EDU and we don't do less than 1-EDU so the request is to lower it to 1-EDU for monthly usage. Director Jones asked if the parcel is zoned TR single family dwelling. The answer was yes and it is now one parcel.

Director Jones made a motion to reduce the monthly usage fee on parcel #311-43-005A from 2-EDUs to 1-EDU due to it being zoned TR single family residential .

Director Daniel seconded

Call to Vote ó 4 ayes Motion passed

Chairman Svider wanted to throw out this should be an Administrative issue on these monthly usage changes and then reported to the board with the facts and figures. Mr. Pooler said if there is time he will bring it to you for approval or if not it will be reported to you.

15. No executive session needed

Open Comment ó Terry Jones asked if separate financials for Holiday Harbor being done. Mr. Pooler stated that earlier we discussed there was a separate account set up for those funds. He asked if there are Administrative expenses being charged to the Holiday Harbor and are we transferring the funds over to that account for matching funds.

Director Daniel asked about having a discussion at the next meeting regarding a second plant site and getting it going. Mr. Pooler said it would be a waste of time until the master plan update is finished and that will be addressed in the master plan.

Director Jones stated that we would have to have some grant funds to finish Holiday Harbor and Mr. Pooler said or we would form an improvement district to serve the areas. Director Troxler asked if it should all come in the master plan and then we can go forward.

Pam let everyone know that the public meeting on Sat. at 9:00 a.m. at the Don T Pavillon as the Verde West room was not available. Mr. Pooler said we attempted to get the fee waived. Director Jones stated that he felt they weren't discriminating by charging us the fee. Pam explained that it had nothing to do with discrimination as much as it was the manner in which it was handled.

Chairman Svider announced that then next regular meeting is Tuesday, February 15, 2011

Mr. Pooler stated that staff was beginning to work on the Budget process and should only take 2 meetings.

Director Daniel made a motion to adjourn at 7:45 p.m.

Director Troxler seconded

Chairman Svider adjourned the meeting at 7:45 p.m.

Minutes approved _____ Dated _____
Chairman Gary Svider