

MINUTES OF MEETING BOARD OF DIRECTORS FOUNTAIN HILLS SANITARY DISTRICT

The Board of Directors of the Fountain Hills Sanitary District met in a **Regular Meeting** on **Wednesday, April 18, 2018** at **5:00 p.m.** in the District's Board Room located at 16941 E. Pepperwood Circle, Fountain Hills, Arizona.

Agenda Item No. 1 **Call to order and roll call**

Upon roll call the following Directors were present:

Vice Chairman Gregg Dudash, Director Jerry Butler, Director Michael Maroon, and Director Robert Thomson. Chairman Tom Reski was absent.

The following Executive Staff members were present:

Dana Trompke, District Manager, Bill Sullivan, Legal Counsel, Tori Myers, District CPA, and Penny Cook, Assistant Secretary.

Agenda Item No. 2 **Approval of Minutes: Joint Work/Study Session: February 27, 2018, Regular Meeting: March 21, 2018, and Special Meeting: March 28, 2018.**

A motion was made by Director Maroon to approve the minutes of the Joint Work/Study Session of February 27, 2018 as presented. Director Thomson seconded the motion which passed unanimously.

A motion was made by Director Thomson to approve the minutes of the Regular Meeting of March 21, 2018 with discussed changes. Director Butler seconded the motion which passed unanimously.

A motion was made by Director Thomson to approve the minutes of the Special Meeting of March 28, 2018. Director Butler seconded the motion which passed unanimously.

Agenda Item No 3 **Call to public**

There was no public comment.

Agenda Item No. 4 **District Manager's report; items to be discussed include plant and recharge statistics for March, permit compliance, new and existing sewer services, Solids Handling and Headworks Improvement Project, ASR Well Vault Replacement Project, recent activities and Public communication efforts, Town communication and/or coordination efforts, and general direction from Board.**

District Manager reported for the month of March: The average daily influent flow was 2.07 MGD, total WW treated was 64,266,000 gallons, and RW delivered to reusers was 41,777,000 gallons.

District Manager reported the District's total recharge credit available as of March 31, 2018 was 648,578,512 gallons.

District facilities were in compliance with all permit requirements for the month of March.

There was one new single-family sewer service agreement issued in March.

The CMAR is continuing on-site work for the Solids Handling and Headworks Improvements project.

There have been no noise or odor complaints during construction. The Emergency Chlorine Scrubber has been replaced and is operational.

Installing variable frequency drives (VFDs) on the new non-potable water pumps had been removed from the scope of work to fit in the current fiscal year's budget. However, now that the new pumps are installed, running the pumps in a single speed are presenting an operational challenge. District Manager will be requesting a change order at the May 2018 regular meeting, in the amount of \$192,000, to add the variable frequency drives to the contract.

After further review, it was determined that the chemical rehabilitation of Well No. 5 did improve the well's performance. Well rehabilitation is being planned for Well Nos. 2 and 4 in conjunction with the well vault replacement project.

A topographic and surface feature survey has been completed for the ASR Well Vault Replacement project.

A Letter of Understanding is being drafted to submit to the Town Manager to better define the size of the facilities the District will donate and the expectations for continued maintenance.

Quarterly billing was previously staggered over 2 months per quarter. Beginning in July, all quarterly billing will be at the same time, the first month of each quarter.

District Manager met with the Planning Engineers for EPCOR's Chaparral District to discuss their master plan they have just begun, opportunities to share data, and common issues. The District is looking into purchasing a GIS computer system to be able to share data files with EPCOR and the Town.

Staff has completed new permitting and development checklists for publication.

Construction of the sewer replacement near Fire Station No. 2 is nearing completion. The sewer line is back in service. Clean-up and debris removal will occur next week. The piping was found to be deeper than expected and once over 20 feet, engineered designed shoring regulations need to be implemented. Additional expenditures above the initial contract value were required for the additional digging.

Staff is in the process of developing new content and format ideas for the District's future website revision.

District Manager met with the management of FireRock Golf Course regarding some odor complaints from some of the properties surrounding some of their decorative dead-end lakes. There is fairly new management at the FireRock Golf Course and there is some misunderstanding about where responsibilities regarding lakes lie.

Staff attended a meeting with Town Manager and staff to discuss the streamlining of reviewing sewer plans for new developers and permit check lists that were recently developed.

Staff attended a meeting with Public Works Director to learn about the Town's upcoming milling and surfacing project.

There was an ad in the March 28, 2018 Times to educate the public about "Take it to the Box", campaign for disposal of prescription drugs, in which the District has partnered with the Sheriff's department and the Fountain Hills Coalition. A similar announcement will be in the April 25, 2018 edition of the Times promoting the "National Drug Take Back Day".

The first ever newsletter was published on the backside of the April bills. The notice generated one call from a resident asking about prescription drug disposal.

Staff attended a FH Coalition meeting with representatives from about a dozen community organizations. The District was praised as a partner and sponsor of the "Don't Flush Rx" campaigns. The District's announcement on the back of the bill was discussed.

The District provided effluent for a college environmental competition. The FH Times attended, took pictures of the sampling, and printed an article in the April 18, 2018 edition of the Times.

District staff is actively following up with a customer in an area that has had a long time running odor.

Agenda Item No. 5

District CPA's report; items to be discussed include status of income and expenditures, billing, report on collection efforts to date, and general direction from Board.

District CPA reported the General Fund Income Statement for March was favorable to budget.

Billing is on track.

Agenda Item No. 6

Discussion and consideration to approve Reserve Funds Policy.

After a discussion, Director Thomson made a motion to approve the Reserve Funds Policy. Director Butler seconded the motion which passed unanimously.

It was decided that the Reserve Funds Policy will be revisited each year during the budget process and review the criteria to see if the guidelines are justified.

Director Butler commended the staff for their forward thinking in creating this policy.

Agenda Item No. 7

Discussion and consideration to approve the FY 2018/2019 preliminary budget and fee schedule for publication and to set public hearing thereon.

District CPA went over the changes made from the March 21, 2018 meeting discussion. Changes were also made from discussions with individual Directors.

Director Butler made a motion to approve the FY 2018/2019 preliminary budget and fee schedule for publication and to set public hearing for June 20, 2018. Director Maroon seconded the motion which passed unanimously.

Agenda Item No. 8

Discussion regarding ASR Well performance, recent and planned rehabs, and future considerations.

Director Butler moved to agendize this item at the May 16, 2018 regular meeting. Director Thomson seconded the motion which passed unanimously.

Agenda Item No. 9

Discussion and consideration to authorize District Manager to execute a professional services contract with Stan Connick Associates in the amount of \$34,500.00 for architectural design services for the Well Vault Replacement Project.

District Manager received a professional services contract from Stan Connick Associates in the amount of \$34,500.00 for architectural design services for the Well Vault Replacement Project. This design will be presented to the Town for their approval and comments.

Director Thomson made a motion to authorize District Manager to execute a professional services contract with Stan Connick Associates in the amount of \$34,500.00 for architectural design services for the Well Vault Replacement Project. Director Maroon seconded the motion which passed unanimously.

Agenda Item No. 10

Discussion regarding Board communications via email.

Legal counsel explained open meeting laws pertaining to emails between Board members.

Agenda Item No. 11

The Chairman, the individual members of the Board and the District Manager will each be permitted to provide a brief summary of current events. The Board will not propose, discuss, deliberate or take legal action at the meeting on any matter addressed in the summaries, unless the specific item is otherwise properly noticed.

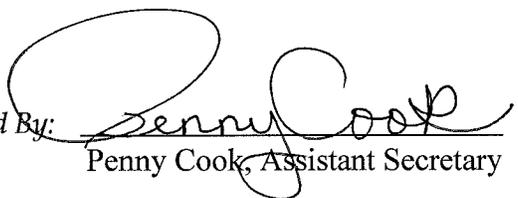
There were no comments.

Agenda Item No. 12
Adjournment.

Director Maroon made a motion to adjourn the meeting at 7:27 p.m. Director Thomson seconded the motion which passed unanimously.

Dated this 19th day of April, 2018.

Fountain Hills Sanitary District

Minutes Prepared By: 
Penny Cook, Assistant Secretary