



BUCKSKIN SANITARY DISTRICT

P O Box 5398
Parker, AZ 85344

MINUTES **OF THE BUCKSKIN SANITARY DISTRICT** **BOARD OF DIRECTORS** **Regular Meeting**

Tuesday, June 20, 2017 @ 6:06 p.m.

BSD District Offices 8832 Riverside Dr. Parker, AZ 85344

Elected Board Members and District personnel present: Chairman Jeff Daniel, Director Gary Svider, Director Jay Clagg, and Director Pat Jones (via telephone). Absent: Andy Hinson Staff: District Manager, Wayne Posey, District Administrator Pam Stark. Other Attendees: Amber & Mike Byrd River Septic

1. Call to Order/Roll Call

Chairman Jeff Daniel called the meeting to order and held roll call at 6:06 p.m.

All were present with Director Jones and Director Clagg via telephone and Director Hinson is absent

2. Call to Public

None

3. A). Approval of Regular Meeting Minutes dated 04/18/17 and Special Meeting Minutes dated 5/1/17.

Director Gary Svider made a motion to approve the Regular Meeting Minutes dated 5/16/17

Director Jay Clagg seconded

Vote –4 ayes 1-absent Motion passed

B). Approval of Accounts Payable dated 5/1/2017 – 5/31/2017

Director Jay Clagg made the motion to approve the Accounts Payables dated 5/1/2017– 5/31/2017.

Director Pat Jones seconded

Vote - 4 ayes 1-absent Motion passed

Phone:(928) 667-7197 * Fax: (928) 667-1697 *

Web: www.bsdsewer.org

An Equal Opportunity Employer and Provider

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request this form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

4. (Discussion Items) District Managers Reports
 - A. Operator Report was given by Mike Byrd. He explained the flows over the holiday period and the sampling. He went over the call outs. He asked the Board if they had any questions. Mike said he was very happy with the way the plant was running and that they had gotten a lot of the large installs done.
 - B. Pam updated the Board on the delinquent property assessments for this year and also updated the Board on the new minimum wage law as well as earned paid sick time which will affect one employee at the District.
 - C. Wayne gave his project status report and went over the construction for the Phase 4 Project and explained that he has been going out and physically identifying lateral locations ahead of the contractor in the neighborhoods. He said that CNB is making progress and that Clear Contracting is finished with their work and has taken on Marina Village Annex construction for CNB. There was conversation regarding the Change Orders from CNB with Director Pat Jones and the District Manager and the Director felt that he wouldn't approve any more change orders going forward. He talked about the next step in negotiating on the Area 5/6 Project and working with Rural Development to finalize the loan and gran for the project.

5. Executive Session – Not needed

6. (Action Item) Discussion and possible action to approve the May 2017 progress payment application #10 for CNB Excavating, Inc., subject to USDA Rural Development funding agency concurrence in the amount of \$266,791.51 for the Phase 4 Wastewater Conveyance & WWTP Improvement Project.

There was no discussion further on this item.

Director Gary Svider made a motion to approve as read

Chairman Jeff Daniel seconded

Vote – 4 ayes 1-absent Motion passed

7. (Action Item) Discussion and possible action to review the RFP's for audit services and to accept the cost proposal with HintonBurdick PLLC in the amount of \$10,500 for the annual audit plus \$2,500 for a single audit for the FY 2016/2017.

Pam explained that three (3) proposals had been received for audit services and that references had been checked. She stated that our accountant also had a conversation with the choice that staff was presenting and felt comfortable that they understand what we need. Pam explained that this firm also does the Town of Parker as well and will coordinate their visits to coincide which should save us both a little money.

Director Jay Clagg made a motion to approve the proposal with HintonBurdick PLLC as read

Director Gary Svider seconded

Vote – 4 ayes 1-absent Motion passed

Phone:(928) 667-7197 * Fax: (928) 667-1697 *

Web: www.bsdsewer.org

An Equal Opportunity Employer and Provider

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request this form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

8. (Action Item) Discussion and possible action for the Board to approve the District's August 16, 2016 through December 31, 2016 SIMPLE IRA contributions in the amount of \$2,278. Wayne also addressed that back in Aug 2016 the Board approved the IRA Retirement plan effective immediately and because of laws and preparation it could not be completed until Jan 1, 2017. He said that the employees missed out on 10 pay periods of contributions and that he was asking for a one-time contribution to the employee SIMPLE IRA totaling \$2,278 to make up for that period. Director Jay Clagg asked if all of the employees were contributing and the answer was yes.

Director Jay Clagg approved as read

Director Pat Jones seconded

Vote – 4 ayes 1-absent

Motion passed

Open Comment:

None.

Chairman Jeff Daniel adjourned the meeting at 6:55 p.m.

Minutes approved _____ Dated _____
Chairman Jeff Daniel

Phone:(928) 667-7197 * Fax: (928) 667-1697 *

Web: www.bsdsewer.org

An Equal Opportunity Employer and Provider

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request this form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.