



BUCKSKIN SANITARY DISTRICT

P O Box 5398
Parker, AZ 85344

MINUTES

OF THE BUCKSKIN SANITARY DISTRICT BOARD OF DIRECTORS Regular Meeting

Tuesday, April 17, 2018 @ 6:00 p.m.

BSD District Offices 8832 Riverside Dr. Parker, AZ 85344

Elected Board Members and District personnel present: Chairman Jeff Daniel, Director Gary Svider, & Andy Hinson. Telephone: Director Jay Clagg Absent: Director Pat Jones. Staff: District Manager, Wayne Posey, District Administrator Pam Stark. Other Attendees: Telephone: Legal Counsel Paul Harter.

1. Call to Order/Roll Call
Chairman Jeff Daniel called the meeting to order and held roll call at 6:00 p.m.
All were present except Director Pat Jones was absent.
2. Call to Public
None
3. A). Approval of Regular Meeting Minutes dated 3/20/18
Director Jay Clagg made a motion to approve Regular Minutes dated 3/20/18
Director Gary Svider seconded
Vote –4 ayes 1-absent Motion passed

B). Approval of Accounts Payable dated 3/1/2018 – 3/31/2018
Director Andy Hinson made the motion to approve as read.
Director Jay Clagg 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 – Wayne Posey gave the Operator Report and talked about the call outs and pump repairs. He also discussed the pump failure at Rio Lindo Shores and that they were back up and running.
 - B. Pam stated reported that the assessments had been mailed out on Monday and that there was also notification from the auditors HintonBurdick LLC that they would begin our 2018 audits mid-July and finish by mid-December.
 - C. Wayne talked about the Polynesian Shores and Moonridge HOA meetings that he attended and that he provided them with a conservative schedule on the Phase 5/6 project. He also updated the Board on the Statutes and the fact that Area 4 assessment billing due June 1 is delayed due to the project not being complete and that the interest portion is covered by the LD's in the contractor's contract and that the principal amount of \$5,700 will be paid by the District.

5. Executive Session

Discussion and possible action to go into Executive Session pursuant to A.R.S. §38-431.03(A)(3) for the purpose of discussion or consultation for legal advice with the attorney or attorneys of the public body.

Director Andy Hinson made the motion to convene into Executive Session at 6:17 p.m.

Director Gary Svider seconded

Vote – 4 ayes 1-absent

The Board reconvened in to the Regular Meeting at 6:55 p.m.

The Chairman stated that no actions were taken, and no decisions were made.

6. (Action Item) Discussion and possible action to approve CNB Excavating, Inc. Change Order #14 in the credit amount of \$-7,817.96 for the construction of the Phase 4 Wastewater Conveyance System project.

Wayne explained that the CM is required to reconcile the bid quantities at the end of the project based on the contractors submitted as-builts. The District hired J.G. Ellis Surveyor to perform an as-built survey on the wet sewer unit price items due to CNB not being responsive with the CM with as-builts through the length of the project. After that survey, it was revealed a discrepancy in the final quantity amounts and the adjustment credit was \$-7,855.95 and also a rounding error on Change Order #2 on the unit price items totaling \$37.99.

Director Andy Hinson made a motion to approve as read contingent on RD approval

Director Jay Clagg 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.

7. (Action Item) Discussion and possible action for the Board to approve the March 2018 progress payment #19 application for CNB Excavating, Inc. subject to Rural Development funding agency concurrence, in the amount of \$200,935.95 for the construction of the Phase 4 Wastewater Conveyance System project.

Wayne gave the background on the Pay Request #19 that was originally submitted to the Board at the March 20, 2018 board meeting. He also stated that CNB presented a revised Progress Payment #19 on March 19 at 7:12 p.m. as a response to the CM's request from March 9, 2018. At the Board meeting the Board tabled the progress payment as the revised one was submitted past the deadline for changes to a Board Agenda per AZ Revised Statutes. Wayne went over the Pay request as well as the Change Orders that were included and the letter submitted from SHG explaining the progress payment #19 and supporting documents.

Director Jay Clagg made a motion to approve the progress payment as read

Director Andy Hinson seconded

Vote – 4 ayes 1-absent Motion passed

8. (Action Item) Discussion and possible action to award a professional service agreement to AMEC Foster Wheeler for the design of the Phase 5 & 6 Wastewater Treatment Plant for a lump sum fee of \$572,715 and an allowance of \$40,090 and to authorize the District Manager to execute the EJCDC contract documents.

Wayne went over the background of the process for selecting a design engineer for the Phase 5/6 Wastewater Conveyance System Project and included the Scope of Work and EJCDC contract that is subject to Rural Development concurrence. He also stated that the contract has been sent to AZ State Parks and that the District's legal counsel has reviewed the documents. Wayne recommended that we approve this contract.

Director Andy Hinson made a motion to approve as read

Director Gary Svider seconded

Vote – 4 ayes 1-absent Motion passed

9. (Action Item) Discussion and possible action to authorize the District Manager to purchase three (3) spare Flygt lift station pumps for Lift Stations #6, 7, & 8 from James Cooke & Hobson Inc. in the amount of \$32,330.20.

Wayne explained that this item had been discussed before and that the plant operator is concerned that if we have a pump failure at any of the three lift stations in question that the turnaround time for repair or replacement is 11-13 weeks and it would be catastrophic to the District as these are three major lift stations. He explained that JCH is the only

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.

provider of the Flygt pumps and that the District cannot go out for additional bids without switching manufacturers. He explained there is funds in the Capital Reserve funds to purchase these pumps.

Discussion: Director Svider asked about the shelf life of storing these pumps and the warranty period. Wayne explained that they should maintain them in storage and feels comfortable that if they are installed and fail right away the manufacturer will honor the warranty. Director Hinson asked why we needed 3 pumps and it was explained that each Lift Station is different HP pumps.

Director Andy Hinson approved as read

Director Gary Svider seconded

Vote – 4 ayes 1-absent Motion passed

10. (Discussion) Presentation of the Draft Budget for 2018/2019 FY.

Wayne and Pam went over the Budget with the Board and explained that they were being conservative on the projected Revenue from the new Area 4 Project for this year but did build in some revenue and also some expense that would correspond with the new infrastructure, billing, utilities. They did explain that in May at the final meeting that the projected Interim Funds will be closer to reality as we will be closer to the end of the FY. Wayne explained that for disclosure that he wanted to draw their attention to a 3% COLA that was proposed as well. The Board felt everything was in line and would consider the Budget at their May meeting.

Open Comment:

Chairman Jeff Daniel adjourned the meeting at 8:05 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.