



## BUCKSKIN SANITARY DISTRICT

P O Box 5398  
Parker, AZ 85344

### **MINUTES**

#### **OF THE BUCKSKIN SANITARY DISTRICT BOARD OF DIRECTORS**

#### **Regular Meeting**

**Tuesday, March 19, 2019 @ 6:00 p.m.**

**BSD District Offices 8832 Riverside Dr. Parker, AZ 85344**

Elected Board Members and District personnel present: Chairman Jeff Daniel, Director Jay Clagg, Director Andy Hinson, Director Gary Svider Staff: District Manager, Wayne Posey, District Admin Pam Stark.

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
2. Call to Public  
None
3. A). Approval of Regular Meeting Minutes dated 02/19/19  
*Director Clagg made a motion to approve as read*  
*Director Hinson seconded*  
*Vote –4 ayes Motion passed*
- B). Approval of Accounts Payable dated 02/01/2019 – 02/28/2019  
*Director Clagg made a motion to approve as read*  
*Director Svider seconded*  
*Discussion: Director Hinson questioned a bill from River Septic regarding the use of their employees to set with the contractor while BSD Utility Worker was off work. Wayne explained that he had a conversation about the bill and understood it now, however felt like it needed to be addressed in front of the work next time. Director Clagg recommended that the arrangements be done with Mike Byrd rather than his employees on sight next time and that possibly additional labor rates be spelled out in the next contract.*  
*Vote –4 ayes Motion passed*

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

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4. (Discussion Item) District Managers Report

C). Wayne gave his project report on the Contract 104 work that was finishing up at the treatment plant and he also spoke on the awarding of Bid on the Residential Contract 103 and that process. He also updated the Board of the ongoing design of the Phase 5/6 project as well.

B). Pam reminded the Board that the April 15 mailing date was ahead for the Assessments and that this would be the first mailing for the Phase 4 customers. She also updated the Board on the Release Forms and the progress on acquiring them all. Pam handed out the timeline for the Budget process for 2019-2020.

C). River Septic wasn't present for the meeting, so Wayne offered the Report and asked if there were any questions and there were none.

Wayne asked the Chairman if they would rearrange the Agenda to address #8 so that Pam could leave early due to road construction and they agreed.

8. (Action Item) Discussion and possible authorization for the Board to authorize the District Manager and/or District Administrator to purchase/replace new equipment as needed for Wells Fargo Bank.

Pam explained that we currently use several departments with Wells Fargo Bank including Remote Deposit that allows us to process checks right from the office and we use a machine called a Pannini. We originally purchased this machine in 2010 when we switched banks. It has now started giving us major problems and we need to purchase a new machine. Since none of us are signers on the accounts the bank is requiring an authorization certificate for one of us to be able to authorize a purchase of new equipment since the cost is debited from our bank account. She explained that this does not make anyone else a signer on the actual bank accounts.

*Director Hinson made a motion to approve the authorization certificate with Wells Fargo Bank to purchase/replace new equipment.*

*Director Svider seconded*

*Vote – 4 ayes Motion passed*

5. (Action Item) Discussion and possible action to approve Kinney Construction Services, LLC Change Order #3 in the amount of \$3,200.00 for the construction of the Phase 4 Wastewater Conveyance System Contract 104 project.

Wayne explained that the District is required to relocate a Brooke Water line portion due to separation requirements between a water supply line and a sewer pipe.

*Director Svider made a motion as read*

*Director Clagg seconded*

*Vote – 4 ayes Motion passed*

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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](mailto:program.intake@usda.gov).

6. (Action Item) Discussion and possible action for the Board to approve the February 2019 progress payment #4 application for Kinney Construction Services, LLC, subject to USDA Rural Development funding Agency concurrence in the amount of \$66,387.33 for the construction of the Phase 4 Wastewater Treatment Plant Headworks Contract 104.

Wayne explained that this Pay application #4 is for the work that Kinney Construction had completed on Contract 104 from February 1 – February 28, 2019.

*Director Hinson made a motion to approve as read*

*Director Clagg seconded*

*Vote –4 ayes                      Motion passed*

7. (Action Item) Discussion and possible action for the Board to authorize the District Manager to hire a 12-month temporary position for the Residential Project Representative for the Area 4 Residential Connection Project. Wayne explained that in discussions with Mike Leucker regarding the requirement for Resident Project Reps for the residential connections, that he would approve the District to utilize a District employee instead of hiring a firm for this position which would be a significant savings in cost to the District. He stated that he also would look to use this person for other duties as well when needed and possibly going further to Phase 5/6 work.

*Director Clagg made a motion to approve hiring a temporary 12-month position for the Residential Connection Project*

*Director Hinson seconded*

*Vote – 4 ayes                      Motion passed*

8. Open Comment  
None

Next Regular Board Meeting will be April 16, 2019

9. Adjournment

Director Jeff Daniel adjourned the meeting at 7:15 p.m.

Minutes approved \_\_\_\_\_ Dated \_\_\_\_\_  
Chairman Jeff Daniel

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