

MINUTES OF MEETING  
of the  
CAMP VERDE SANITARY DISTRICT

The Board of Directors of the Camp Verde Sanitary District met in special session on Tuesday, May 10, 2011 at the District office, 155 N Montezuma Castle Hwy #11, Camp Verde, AZ at 3:00 pm. The public was invited to attend.

*When necessary, the Board may go into Executive Session intermittently throughout the meeting for discussion and consultation for legal advice regarding any of the agenda items (A.R.S. § 38-431.03(A)(3)). The Board may also go into Executive Session to discuss personnel matters (A.R.S. § 38-431.03(A)(4)(1)), records exempt by law from public inspection (A.R.S. § 38-431.03(A)(2)), or for legal advice and consultation regarding pending or contemplated litigation (A.R.S. § 38-431.03(A)(4)). The Board reserves the right to change the order of items on the Agenda and to call matters in random order.*

**I. OPENING**  
**a. Roll call**

Chairperson Freeman called the meeting to order at 3:07 pm. Members Chip Norton, Dick Rynearson and Carol Rynearson were also present.

**II. CALL TO PUBLIC**

**a. Public comment (2 minute time limit per speaker.)**

No members of the public were present.

**III. PRESENTATIONS/INFORMATION/REPORTS**

**a. Acceptance of Letter of Resignation from Board Member Ben Bueler.**

Dick moved to accept Ben Bueler's letter of resignation. Seconded by Chip. Motion carried unanimously.

**b. Update on Solar Project.**

Jan reported that she had received an email from Aaron McCalmont with Green Volts. They should be doing soil samples next week then they will finalize the layout and design. The Board discussed possible locations.

**c. Reports from Operator.**

Gregg asked about the glitch with the UV system. Marshall explained that the intensity drops suddenly. They turn it of and on and it jumps back up. The manufacturer will send out a replacement box for the panel to see if that will fix it.

**IV. CONSENT AGENDA ITEMS – All these items may be enacted upon by one motion and approved as Consent Agenda items. Any item may be removed from the Consent Agenda and considered as a separate item on a Board members request.**

**a. Approval of the minutes:**

**1. Apr 14, 2011 – Regular Meeting**

**b. Approval of Financial Reports:**

**1. Apr Financial Condition Report**

**2. Apr 6 – May 5 Warrants**

**3. Apr Project Funds Report**

Chip moved to approve the consent agenda as presented. Seconded by Dick. Motion carried unanimously.

**V. UNFINISHED BUSINESS**

**a. Discussion, consideration and approval to set contribution amounts for employee retirement accounts.**

The Board reviewed the retirement plan options. They chose to match the employee's contribution up to 4%. New hires are eligible after 6 months employment. Jan will finalize the paperwork and bring it back next month for final approval.

Items c, d and e were heard at this point.

**b. Review and possible direction to staff on auditor RFQ.**

3 companies returned their qualifications. After reviewing their presentations Staff was directed to invite these 3 to present to the Board with pricing.

**c. Presentation, consideration and possible approval to amend Task Order #3 with Kobrnick Engineering. Add design of Septage receiving unit and lighting.**

Doug wants to add the purchase and design of a macerator for the septage receiving unit and improved lighting to Task Order #3.

After discussion it was decided that additional lighting is only needed on the filtration system. Doug will remove that item and reduce the cost. Chip moved to approve Amendment 1 to Task Order 4 in the amount of \$5300.00 Seconded by Dick. Motion carried unanimously.

**d. Presentation, consideration and possible approval to add Task Order #4 with Kobrnick Engineering. Construction Phase Services.**

The Board discussed with Doug areas where the hours he listed could be reduced. They took out 100 hours to bring the total of the Task Order down to \$53,460. Chip moved to approve Task Order #4 with Kobrnick Engineering in the amount of \$53,460. Seconded by Carol. Motion carried unanimously.

**e. Presentation, consideration and possible approval to add Task Order #5 with Kobrnick Engineering. Evaluation of alternatives for Bio-solids.**

At present time we are hauling our solids to the landfill. We are looking into alternatives to doing this as it is expensive. This Task Order is to have Doug define and evaluate alternatives. Chip moved to approve Task Order #5 with Kobrnick Engineering in the amount of \$6870. Seconded by Dick. Motion carried unanimously.

**VI. NEW BUSINESS**

**a. Presentation and possible acceptance of Audited Financial Statements for the 2009-2010 Fiscal Year.**

Carol moved to accept the Audited Financial Statements for the 2009-2010 Fiscal Year. Seconded by Dick. Motion carried unanimously.

**b. Presentation, consideration and possible action on the construction drawings for the Main Street Pump Station.**

This item was postponed as the drawings were not received.

**c. Discussion of budget for the 2011-2012 Fiscal Year. Possible action to set a work meeting.**

A work meeting was scheduled for May 18<sup>th</sup> at 3:00 pm.

**d. Discussion, consideration and possible approval to purchase a metal building to be used as a shop and storage to protect the Vactor truck and various other pieces of equipment. The cost of the building and delivery will not exceed \$20,000.**

Dick moved to table this item to a future meeting. Seconded by Carol. Motion carried unanimously.

**VII. UPCOMING AGENDA ITEMS**

None were requested.

**VIII. ADJOURNMENT**

Dick moved to adjourn. Seconded by Chip. Motion carried unanimously. The meeting stood adjourned at 5:45 pm.