

**MINUTES OF MEETING
BOARD OF DIRECTORS
NORTHERN GILA COUNTY SANITARY DISTRICT**

The Board of Directors of the Northern Gila County Sanitary District met in a Regular Meeting on Thursday, November 8, 2018 at 12:00 p.m. in the Conference Room located at 2200 West Doll Baby Ranch Rd., Payson, AZ.

Agenda Item No. 1 – Invocation, Pledge of Allegiance, and Call to Order

- Shirley Dye gave the Invocation.
- William Easton led those present in the Pledge of Allegiance.
- Pat Underwood called the meeting to order at 12:02 p.m.

Agenda Item No. 2 – Roll Call

- The following Board Members were present for the meeting: Sheila DeSchaaf, Board Member; Shirley Dye, Board Member; William Easton, Secretary; Patrick Underwood, Vice-Chairman and Robert Sanders, Chairman - Via conference call.
- The following public and staff members were present for the meeting: Eric Mariscal, Gila County Elections; Teresa McQuerrey, Payson Roundup; Greg Friestad, 2018 NGCSD Board Candidate; Jim Muhr, 2018 NGCSD Board Candidate; Barb Underwood; Garrett Goldman, District Manager; Deniese Morgan, Administrative Services Manager and Kellie Costello, Account Clerk.

Agenda Item No. 3 – Call to Public

- There were no public comments.

Agenda Item No. 4 – Approval of Minutes

- A motion was made by Sheila DeSchaaf to approve the Regular Meeting Minutes of October 11th, 2018 and the Special Meeting Minutes of October 18th, 2018. Shirley Dye seconded the motion which passed unanimously 5/0.

Agenda Item No. 5 – Approval of Check Register

- A motion was made by Shirley Dye to approve the Check Register for invoices paid from October 11th, 2018 to November 8th, 2018, check numbers 042835 to 042929. William Easton seconded the motion which passed unanimously 5/0.

Agenda Item No. 6- Operations

- Garrett Goldman presented the October 2018 Operations Report.

12:55 p.m. – Robert Sanders departed.

Agenda Item No. 7 –Administration

- **2018 General Election** – Eric Mariscal from the Gila County Elections apologized to the Board for the errors with the District’s special ballots and also for not contacting the District sooner with the results. Eric said he takes full responsibility for the error and explained what happened. He said he delivered rosters and briefed workers at all four Northern Gila County Voting Centers the night before the election. He said one of the four locations distributed the District’s special election ballots, however, the other three locations did not start

handing them out to voters until approximately 11:15 a.m. He said this error effected approximately 205 voters. Eric said the elections results will be presented to The Gila County Board of Supervisors for the official canvass of the vote on November 20th. He said the District will have the option to accept or reject the results. After a brief discussion, a motion was made by Shirley Dye to table the discussion of the 2018 Election to a future date when election results are complete and the District's Attorney can be present. Sheila DeSchaaf seconded the motion which passed unanimously 4/0.

- **2018/2019 1st Quarter Internal Financial Statements** – Deniese Morgan presented the financial statements to the Board.
- **2018 Holiday Activities** – Garrett Goldman explained to the Board the District employees had expressed an interest to bring back the annual Christmas Party because it gave them a chance to interact with the Board Members. He explained it was still in the budget and wanted to know if they have any objections. None of the Board Members had any objections.
- **Employee Handbook Update** – Garrett Goldman explained to the Board that the District has contracted with the HR consulting firm HRchitect and their legal counsel to update the District's Employee Handbook. Staff, HRchitect, and their legal counsel require Board direction on three sections of the Handbook. A motion was made by Shirley Dye to move into Executive Session. William Easton seconded the motion which passed unanimously 4/0.

Agenda Item No. 8 – Executive Session

- The Board convened to Executive Session at 1:12 p.m.
- The Board reconvened to Regular Session at 2:10 p.m.

Agenda Item No. 9 – Discussion/Possible Action

- There was none.

Agenda Item No. 10 – Announcements

- Garrett said the District's Lab Director Brian Sitko received the Hero of Education Award at the Payson Unified School District School Board Meeting for his involvement in helping students with their science projects.

Agenda Item No. 11 – Current Events Presentations

- There were none.

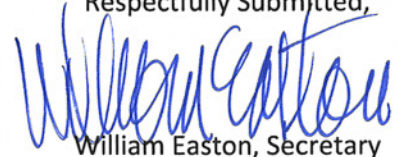
Agenda Item No. 12 – Schedule any Topic or Issue

- The next Regular Meeting is scheduled for Thursday, December 13th, 2018. If anyone is unable to attend, please let us know, or if anyone would like to add something specific to the agenda, please advise the office at their earliest convenience, no later than 10:00 a.m. the day prior to the scheduled meeting.

Agenda Item No. 13 – Adjournment

- A motion to adjourn was made by Shirley Dye at 2:16 p.m. Sheila DeSchaaf seconded the motion which passed unanimously 4/0.

Respectfully Submitted,



William Easton, Secretary

Prepared: November 8, 2018

Approved this _____ Day of December, 2018