

**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, December 13, 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.
- Robert Sanders called the meeting to order at 12:03 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.
- The following public and staff members were present for the meeting: Mike Harper, Legal Counsel for the Governing Board; Garrett Goldman, District Manager; Deniese Morgan, Administrative Services Manager and Jean Waugh, 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 Patrick Underwood to approve the Regular Meeting Minutes of November 8th, 2018, the Executive Meeting Minutes of November 8th, 2018 and the Special Meeting Minutes of November 16th, 2018. Shirley Dye seconded the motion which passed unanimously 5/0.

Agenda Item No. 5 – Approval of Check Register

- A motion was made by Sheila DeSchaaf to approve the Check Register for invoices paid from November 8th, 2018 through December 13th, 2018 check numbers 042930 to 043033. William Easton seconded the motion which passed unanimously 5/0.

Agenda Item No. 6- Operations

- Garrett Goldman presented the November 2018 Operations Report.

Agenda Item No. 7 –Administration

- **FEMA Flood Plain Mapping** – Garrett Goldman provided an update of the current status of the FEMA Flood Plain Map Project. The Project is approximately 75% complete with no major issues. An additional Topo Survey still needs to be done. When completed, the project will be submitted to FEMA for final approval.
- **Approval of WWTP Basis of Design/Intended Mode of Operation Plan – Contract Valentine Engineering** – Garrett Goldman explained to the Board the scope of work and costs involved to develop a basis of design and intended operations plant for the WWTP (Wastewater Treatment Plant). Valentine Environmental Engineers has provided a letter proposal to assist the Northern Gila County Sanitary District with this process. Valentine will review, analyze and organize the necessary information to begin to separate key pieces of

data. A document will then be prepared summarizing this information. This process will create a mathematical model of how things theoretically affect the plant. Sheila DeSchaaf made a motion to approve the Valentine Engineering Contract of the WWTP Basis of Design and Intended Mode of Operation Plan and the District Manager to execute, not to exceed \$7,750. William Easton seconded the motion which passed unanimously 5/0.

- **Safety Manual Update** – Garrett Goldman presented a brief update regarding the District’s Safety Manual. It is still a work in progress and should be completed by the end of the 1st quarter in 2019.
- **Adoption of Hiring Policy** – A motion was made by Patrick Underwood to approve the removal of the District’s Hiring Policy from the Employee Handbook and make a separate document. Shirley Dye seconded the motion which passed unanimously 5/0.
- **Adoption of Employee Handbook** – Garrett Goldman and Deniese Morgan reviewed the contents of the District’s revised Employee Handbook with the Board. After much discussion, a motion was made by Shirley Dye to adopt the Northern Gila County Sanitary District Employee Handbook effective January 1, 2019. Sheila DeSchaaf seconded the motion which passed unanimously 5/0.

2:00 p.m. – Mike Harper departed.

2:08 p.m. – Sheila DeSchaaf departed.

Agenda Item No. 8 – Executive Session

- There was none.

Agenda Item No. 9 – Discussion/Possible Action

- There was none.

Agenda Item No. 10 – Announcements

- There were none.

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, January 10th, 2019. 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 2:15 p.m. William Easton seconded the motion which passed unanimously 4/0.

Respectfully Submitted,



William Easton, Secretary

SHEILA DESCHAAF

Prepared: December 17, 2018

Approved this 10 Day of January, 2019