

**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, May 14<sup>th</sup>, 2020 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.
- Bill Easton led those present in the Pledge of Allegiance.
- Patrick Underwood called the meeting to order at 12:01 p.m.

**Agenda Item No. 2 – Roll Call**

- The following Board Members were present for the meeting: Sheila DeSchaaf, Secretary; Shirley Dye, Board Member; Bill Easton, Board Member; Jim Muhr, Board Member; Patrick Underwood, Chairman.
- The following public and staff members were present for the meeting: Garrett Goldman, District Manager; Deniese Morgan, Administrative Services Manager; Michell Marinelli, Customer Service Representative; and David Lower, GIS Analyst III

**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 April 9<sup>th</sup>, 2020. Bill Easton seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

**Agenda Item No. 5 – Approval of Check Register**

- A motion was made by Jim Muhr to approve the Check Register for invoices paid from April 9<sup>th</sup>, 2020 through May 14<sup>th</sup>, 2020 check numbers 044575 to 044688. Shirley Dye seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

Jim Muhr requested Agenda Item No. 6-Executive Session to be moved after the Operations report.

**Agenda Item No. 8 – Administration**

- **NGCSD COVID-19 response, regarding disconnect procedures and fees** – Garrett Goldman presented billing/delinquent/disconnect notices statistics for the months of February, March, and April 2020. The statistics did not show an appreciable increase in delinquent or disconnect notices during this period. Garrett Goldman requested to discontinue the temporary suspension of disconnection of sewer services during COVID-19. A motion was made by Sheila DeSchaaf to discontinue the temporary suspension of the disconnects and return to NGCSD standard operating procedures. Jim Muhr seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay. Garrett Goldman requested permission from the Board to waive the May 2020 late fees. A motion was made by Sheila DeSchaaf to extend the suspension of late fees for all accounts until July 1, 2020, at which time it will be reconsidered by the Board during the regular July board meeting. Shirley Dye

seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

- **Review proposed 2020/2021 Budgets/Rates/Fees-** Garrett Goldman provided and presented the proposed 2020/2021 budgets, rates, and fees. After discussion by the Board, there were no changes requested. A motion was made by Shirley Dye to approve the 2020/2021 budget, rates, and fees as presented. Sheila DeSchaaf seconded the motion which passed unanimously 5/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.
- **Set date, time and place of Public Hearing and authorize publication of proposed 2020/2021 Budgets/Rates/Fees-** Garrett Goldman provided a proposed budget schedule to the Board. A motion was made by Shirley Dye to hold the Public Hearing on June 25, 2019 at 12:00 noon at the Northern Gila County Sanitary District conference room. Sheila DeSchaaf seconded the motion which passed unanimously 5/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay
- **2019/2020 Q3 Internal Financial Statements, D. Morgan-** Deniese Morgan provided the 3<sup>rd</sup> quarter Internal Financial Statements to the Board. A motion was made by Sheila DeSchaaf to accept the 3<sup>rd</sup> quarter 2019/2020 Internal Financial Statements as presented. Bill Easton seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay
- **Resolution 655 Order Annexing Northern Gila County Sanitary District Boundaries to include new territory known as 1200 E. Cedar Lane, Payson, AZ Gila County APN 304-04-009W, Christopher and Tiffany Harold-** Garrett Goldman provided the Board with Resolution 655. Garrett Goldman explained the process of annexation into the District. A motion was made by Jim Muhr to accept Resolution 655. Sheila DeSchaaf seconded the motion which passed unanimously 5/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.
- **Resolution 656 Order Calling Northern Gila County Sanitary District Board Member Election November 3<sup>rd</sup>, 2020 -** Garrett Goldman provided the Board with the Resolution 656. Garrett Goldman explained the process of the election to the Board. A motion was made by Sheila DeSchaaf to approve the Resolution 656. Bill Easton seconded the motion which passed unanimously 5/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

#### Agenda Item No. 9 - Operations

- Garrett Goldman presented the April 2020 Operations Report.

#### Agenda Item No. 6 – Executive Session

- Shirley Dye motioned to convene to Executive session, Bill Easton seconded the motion which was passed 5/0.
- The Board convened to Executive session at 2:45 p.m.
- The board reconvened Regular session at 3:55 p.m.

#### Agenda Item No. 7 – Discussion/Possible Action: Items discussed in Executive Session.

- A motion was made by Sheila DeSchaaf to approve the District Manager’s annual performance evaluation as discussed in executive session. Jim Muhr seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

#### Agenda Item No. 10 – Announcements

- There was none.

#### Agenda Item No. 11 – Current Events Presentations

- There was none.

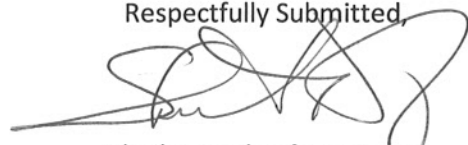
#### Agenda Item No. 12 – Schedule any Topic or Issue

- The next Regular Meeting is scheduled for Thursday, June 11<sup>th</sup>, 2020 at 12:00pm. 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 Jim Muhr at 3:58 p.m. Sheila DeSchaaf seconded the motion which passed unanimously 5/0. Sheila DeSchaaf -yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

Respectfully Submitted,



Sheila DeSchaaf, Secretary

*Prepared: May 15<sup>th</sup>, 2020*

*Approved this 11 Day of June, 2020*