

**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, September 12th, 2019 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 12:04 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; Patrick Underwood, Chairman. Jim Muhr, Board Member was present by phone.
- The following public and staff members were present for the meeting: Kara Percell, PCS/PHS student-Intern, Michael Harper, Legal Counsel for Governing Board Garrett Goldman, District Manager; Deniese Morgan, Administrative Services Manager and Michell Marinelli, Customer Service Representative.

Agenda Item No. 3 – Call to Public

- There were no public comments.

Agenda Item No. 4 – Approval of Minutes

- A motion was made by Shirley Dye to approve the Regular Meeting Minutes of August 8th, 2019. 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.
- A motion was made by Shirley Dye to approve the Executive Meeting Minutes of August 8th, 2019. Bill Easton seconded the motion which passed 4/0/1. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Patrick Underwood-yay. Jim Muhr- recused himself due to being present by telephone.

Lost call with Jim Muhr at 12:15 p.m.

Agenda Item No. 5 – Approval of Check Register

- A motion was made by Sheila DeSchaaf to approve the Check Register for invoices paid from August 8th, 2019 through September 11th, 2019 check numbers 043801 to 043905. 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 was back on the phone at 12:19 during agenda item No. 5.

Agenda Item No. 6 - Operations

- Garrett Goldman presented the August 2019 Operations Report.

Agenda Item No. 7 – Administration

- **Employee Spotlight-PCS/PHS Student Intern Kara Percell** – Garrett Goldman mentioned that he would like to have an employee spotlight every month. Garrett introduced Kara Percell as she is the District's Intern through December 2019. No action was taken by the Board.

- **Proposed Public Relations Plan Presentation**– Garrett Goldman presented a public relations campaign for the District. Garrett Goldman stated the public relations will be administered by Mallory Spilsbury. The plan is to utilize all major social media platforms. Garrett Goldman stated the fees for the services are \$375 per month. Bill Easton is concerned about having the District on so much media and the negative impact it may have on the District. Shirley Dye motioned to approve the public relations campaign plan as presented with the exception that Mallory Spilsbury could turn off the comments section. Sheila DeSchaaf seconded the motion which passed unanimously 4/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Patrick Underwood-yay.

Jim Muhr's phone lost service at 12:55 p.m. during the proposed public relations plan presentation.

- **NGCSD Community Outreach Donation/Sponsorship Policy Guidelines**– Garrett Goldman informed the Board there has been a budgeted item of \$2500 for community sponsorship/donations. Garrett Goldman proposed the Board to approve the community outreach sponsorship to be \$250 max per request and that the sponsorship must have a community wide benefit. A motion was made by Shirley Dye to approve the sponsorship. Bill Easton seconded the motion which passed 4/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Patrick Underwood-yay.
- **Legal Advice with Legal Counsel for the Northern Gila County Sanitary District, regarding Board Members serving in other capacities.** – A motion was made by Bill Easton to move to executive session. Shirley Dye seconded the motion which passed unanimously 4/0. Sheila DeSchaaf-yay; Shirley Dye-yay; Bill Easton-yay; Jim Muhr-yay; Patrick Underwood-yay.

Shirley Dye requested a break at 1:28p.m.

Agenda Item No. 8 – Executive Session

- The Board convened to Executive Session at 1:34 p.m.
- The Board reconvened to Regular Session at 1:49 p.m.

Agenda Item No. 9 – Discussion/Possible Action: Items discussed in Executive Session.

- There was none.

Agenda Item No. 10 – Announcements

- There was none.

Agenda Item No. 11 – Current Events Presentations

- Sheila Deschaaf mentioned there will be road closures on Main St for the Old Main St. event that will be October 4th, 5th, & 6th.

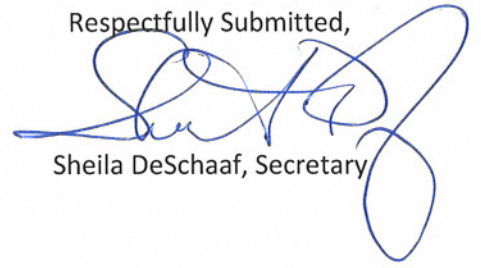
Agenda Item No. 12 – Schedule any Topic or Issue

- The next Special Meeting is scheduled for Thursday, October 10th, 2019 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 Sheila Deschaaf at 1:50p.m. Shirley Dye seconded the motion which passed unanimously 4/0. Sheila Deschaaf-yay; Shirley Dye-yay; Bill Easton-yay; Patrick Underwood-yay.

Respectfully Submitted,



Sheila DeSchaaf, Secretary

Prepared: September 13th, 2019

Approved this 10 Day of October, 2019