

## **Minutes of the Queen Valley Sanitary District**

### **Board of Directors Meeting**

**Held Tuesday, April 12, 2022**

- 1. Call to Order: Chairperson Rick Moore called the meeting to order at 9:01 a.m.**
- 2. Pledge of Allegiance: Rob Langefeld led the Pledge of Allegiance.**
- 3. Roll Call: Pam Bennett, Suzy Mittleider, Rob Langefeld, and Rick Moore were present. Business Administrator Michele Villavicencio was also present.**
- 4. Adjourn to Executive Session for Personnel Evaluation of Business Administrator: Pam made a motion to move into Executive Session. Suzy seconded the motion, which was carried unanimously. Pam made a motion to return to the Regular Session. Suzy seconded the motion, which was carried unanimously. Rick made a motion to give Michele a \$1.00 hourly increase based on her evaluation. Pam seconded the motion, which was carried unanimously.**
- 5. Discussion and Approval of Previous Minutes: Rob made a motion to approve the minutes of the March 8, 2022, Regular Meeting. Suzy seconded the motion, which was carried unanimously.**
- 6. Review, Discussion and Approval of Financial Reports and Bills Paid: Suzy made a motion to approve the March Financial Report and Bills Paid as presented. Rob seconded the motion, which was carried unanimously.**
- 7. Review, Discussion and Possible Action of 2022-2023 Proposed Budget and Rates: Since Pam and Michele have been working on the Arizona State Essential Records Listing and reviewing past files, Rick tabled the item. Michele, Rick, and Pam will review the 2021-2022 budget and make necessary changes to the proposed 2022-2023 budget for the May 10, 2022, meeting. Rick announced that Michele has been appointed the Records Officer for the District.**
- 8. Review, Discussion and Possible Action on Approving the Publication of the Proposed 2022-2023 Budget and Rates: Rick announced that this item was also tabled until the May 10, 2022, meeting.**

9. **Discussion and Possible Action on Setting Date and Time of Public Hearing for Proposed 2022-2023 Budget and Rates:** Rick announced that the Public Hearing will be held at the beginning of the June 14, 2022, Meeting.
10. **Office Report:** Michele reported that the Checking Account balance is \$29,873.37 and the Capital Outlay Account balance is \$106,643.45. The District's accountant Henri and Horne are almost done with the Annual Review. She will be starting to work on the proposed 2022-2023 budget.
11. **Chairman/Plant Administrator's Report:** Rick gave a detailed report regarding the following: The District truck has been repaired; the District's first acoustic sewer main survey has been performed; Air scrubbers for tanks 2 and 3 and manhole #1 will be installed this weekend; Pump #2 failed and was replaced with the back up pump, and a new pump is ordered; New Air Conditioner is operating; Simon Sewer will finish scraping the back pond and reline manhole #1; and still waiting for VFDs to be installed on blowers 1 and 2. Rick thanked Joni and Ed for lots of great work bagging this year. He said the plant is running great and everyone did an excellent job this year.
12. **Plant Report:** All results are satisfactory and well within state-mandated limits. Besides the normal plant and grounds maintenance, Jed reported that there is no more sludge floating in the clarifier, and the sludge age is 7 which is optimal. The process is operating well.
13. **Call to the Public:** Ron Whitcomb asked about the District's capacity to accommodate the expansion of the RV Resort. Paul Hendricks, a Specialist in Utility Management, introduced himself. Ed Luther and Grace Reasoner were also present.
14. **New Business:** Rick announced that the next Regular Meeting will be held on May 10, 2022, at 9:00 a.m.
15. **Adjournment:** Pam made a motion to adjourn. Rob seconded the motion, which was carried unanimously.

  
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Richard L. Moore - Chairperson