

**DRAFT/UNAPPROVED**

**MINUTES OF PUBLIC MEETING OF THE CREEKSIDE SANITARY DISTRICT OF MEETING HELD**

**Thursday, June 25<sup>th</sup>, 2026, at 7PM at the LaQuinta Inn, 4499 E. State Route 69, Prescott, AZ 86301.**

A public meeting of the Creekside Sanitary District was convened on June 25th, 2026, at 7:00 PM at the La Quinta Inn, 449 E. State Route 69, Prescott, AZ 86313. Present at the meeting were the following members of the Creekside Sanitary District board: Nina Buffington, Ken Webster, Chris Sterger. Attached is an attendance sheet for those owners who were present in person and on Zoom. The following matters were discussed, considered, and decided at the meeting.

- I. The meeting was called to order at 7PM.
- II. The minutes from the February 3<sup>rd</sup>, 2026, meeting were approved.
- III. The board elected Chris Sterger to be the third board member.
- IV. Regrading the two sewer roads was discussed. There are several “washed out” places on the road on the Creekside side and a few rough spots on the road on the Lynx side. Since Mile High Excavating, who we have used in the past, is not available, Chris Sterger will contact the excavator he worked with on his house, and one other. One attendee asked what would be involved. Nina Buffington said that we would base what to do on the recommendation of the excavator.
- V. The board announced that they were successful in obtaining email contacts from all but four owners. The board will now communicate by email going forward. Nina Buffington explained that the mass emails need to be send out via g-mail because this couldn’t be done from outlook without an upgrade of some sort but that the CSDPrescott@outlook.com should be used to communicate with the board.
- VI. The board tested out using Zoom for attendance. Only three owners logged into the meeting via Zoom. This lack of participation using this method doesn’t seem to justify the additional expense and extra work involved, so will not be offered going forward.
- VII. An item not on the agenda but presented in the meeting was the accomplishments of the board in the last year. A list of those accomplishments is attached.
- VIII. Nina Buffington went over all the line items on the proposed budget. Those explanations are noted on the spreadsheet. Basically, there are new costs and increased costs that warrant increasing the rates. Effective the quarter beginning October 1<sup>st</sup> (billed September 1<sup>st</sup>) the rate for houses will increase \$30 per quarter to \$175 per quarter. The rate for houses will increase \$5 per quarter to \$55 per quarter. The annual rate for houses will be \$660, a savings of \$40 per year. This is contingent on prompt payment. There were no objections to these increases so the budget was approved.
- IX. One attendee brought up if it was possible to offer electronic payments. This would require either an upgrade to our current Quick Books software or subscribing to another software package. This, plus associated bank fees, would increase the costs to the district so the board has chosen not to pursue this option at this time.
- X. There were no comments from the Call to the Public.

The meeting was adjourned at 8:00 PM.

Dated this 26th day of June, 2026.

Creekside Sanitary District

By: Nina Buffington

CREEKSIDE SANITATION DISTRICT - 2026 ANNUAL MEETING ATTENDANCE SHEET - IN PERSON & ONLINE ATTENDEES

FIRST LAST NAME	ONE NAME PER LINE	STREET ADDRESS	HOME PHONE	CELL NUMBER	EMAIL ADDRESS	Page 1
1	Scott Horstman	825 N Peak View Way		623-362-1017		
	Lonnie + Gloria Murak	5355 Creekside Ln		909-528-9293		
3	Christy Colby	895 N Peak View Way		952-836-8037	Christy65cc@gmail.com	
4	Rhillel McCand	280 Whispering		920-970-9835		
5	LORETTA CHAMBERNE	518 N CREEKSIDE		Sam		
6	Paul + Kristen Sullivan	3227 Creekside				
7	Kim Johnson	5218 E Canyon View		702-497-5783	kim.johnson@gs@gmail.com	
8	DAVE EIDENS	} ZOOM				
9	BARBARA					
10	JENNY					
11	Sheryl NASH					
12						
13						
14						

## **Creekside Sanitary District**

Accomplishments in the last year (2025-2026):

- Completed first ever financial review as required by the county.
- Formalized the procedures and requirements for holding open and public meetings to comply with state and county requirements.
- Congratulated Dave Edens for his service on the board and filled the open position.
- Caught what could have been a costly mistake in the gallons reported to the City of Prescott by daily monitoring of the Mission SCADA system.
- Provided two dedicated laptops for board members for interaction with the electronically stored document system.
- Successfully obtained all but 4 email addresses from owners so the board can communicate to owners via email going forward, saving postage and supplies costs.
- Set up Zoom to test at this meeting for use at meetings going forward.
- Instructions and documentation for updated procedures have been completed.

## Creekside Sanitary District Approved Budget

	5/28/2026	6/30/2026	6/30/2027	Assumptions
	Actual	Projected	Budget	
<b>Operating Cash Receipts</b>				
Sewer fees	57,141	66,400	80,080	Inc houses \$30 per quarter to \$175
Hook-up fees	0	0	5,000	One hookup
Vacant lot fees	4,700	5,600	6,160	Inc lots \$5 to \$55
Total operating cash receipts	<u>61,841</u>	<u>72,000</u>	<u>91,240</u>	
<b>Operating Cash Disbursements</b>				
Bookkeeping	6,480	7,181	8,610	Inc bookkeeper fees
Office Supplies & Postage & Computer and Internet	4,909	5,300	4,000	Slight inc (less computer purchase)
Maintenance	14,182	15,500	17,050	10% increase
Repairs	0	0	10,000	Pump replace, road and other repairs
New Pump Purchases	9,779	9,779	10,000	Purchase 1 pump
Sewer Pumping Charges	29,726	32,500	35,750	10% increase
Utilities	3,186	3,500	3,675	5% increase
Insurance Expense	3,287	3,287	3,500	Slight increase
Professional Fees	6,242	6,242	2,500	Mission annual fee and legal exps
Total operating cash disbursements	<u>77,791</u>	<u>83,288</u>	<u>95,085</u>	
Total operating cash receipts over cash disbursements	-15,950	-11,288	-3,845	
<b>Non-Operating Cash Receipts</b>				
Investment earnings	<u>6,603</u>	<u>7,200</u>	<u>7,000</u>	Int rate declined, less money in accts
Total non-operating cash receipts				
Change in cash and investments	-9,347	-4,088	3,155	