

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
August 28, 2019 - 10:00 a.m.
Sedona Fire Station #3, 125 Slide Rock, Sedona, Arizona

District Board Meeting Guidelines: The meeting will be held in accordance with A.R.S. Title 38 Open Meeting Laws. Board and attendees participation shall be civil and courteous. Any disruptive behavior could result in removal from the meeting. Comments and questions from the public shall be called upon by the Board Chairperson, and shall begin with stating and spelling of the speaker's name and address. All comments and questions shall be directed to the Board Chairperson. Persons with a disability may request a reasonable accommodation such as a sign language interpreter, by contacting Jennifer Bartos, Clerk of the Board of Directors, for the Big Park Domestic Wastewater Improvement District, Improvement District Services, Inc. at (928) 443-9484. Requests should be made as early as possible to allow time to arrange the accommodation. Requests for copies of Board Meeting minutes or other District documents, inquiries, or complaints should be submitted in writing to: Improvement District Services, Inc., 3603 Crossings Drive Prescott, AZ 86305. Pursuant to A.R.S. • 38-431.03, the Board of Directors may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Board of Directors may resume the meeting, open to the public, to address the remaining items on the agenda.

Call to Order – David Sheets, Gary Livermont, Ruth Kane, Joanne Johnson, Lee Meiner and Jim Kautz present. Moneesh Chatterjee absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; Dave Dirren, District Engineer, Sunrise Engineering; Brad Bowers, District Operator, Environmental Biomass Services; Brien Gidlow, property owner.

*Unanimous Approval indicates a unanimous vote from all Board Members present.

Pledge of Allegiance

1. Discussion and possible action regarding the Administrative Services Staff Report from Improvement District Services, Inc. regarding staff activities, District financials, budgets, collections, direction to the Clerk for future agenda items and other administrative issues.
Jennifer and Diana reviewed the report with the Board.
2. Consent Agenda:
 - a) Approve the meeting minutes of July 17, 2019;
 - b) Approve checks and warrants written in July 2019.Motion: made by Vice-Chair Livermont to approve the consent agenda, second by Director Kane.
Unanimous Approval
3. Presentation of the Operator's Report from Brad Bowers of Environmental Biomass Services, regarding the operation and maintenance of the wastewater facility and sewer system to include flow information, water quality, reuse and activities; updates on the Perpetual System Maintenance Projects.
Brad reviewed the report with the Board.
4. Discussion and possible action regarding electricity and a gate on the north boundary of the wastewater treatment plant property.
Brad Bowers told the Board he has not received bids yet.
No action taken.
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, GIS updates and grease trap installs/inspections.
Dave reviewed the report with the Board.
6. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project.
Dave Dirren gave the Board an updated schedule for plan submittal and construction. He said there is one more easement he must acquire, which should be this week. He anticipates the plans will be submitted to Yavapai County in one week and then it will take about 30 days for the County's review and approval. Dave said the District should be ready to advertise for bids in mid-September and open bids during the second week of October. Dave said Construction should start in mid-November but it will mostly likely be January before any connections can be made. Jennifer said those dates are much later than anyone had anticipated

and there are property owners with failing septic systems that are being pumped monthly, waiting for the sewer line to be completed. Brad Bowers suggested, that in order to assist the properties that are waiting for the new line and are experiencing septic system problems, to allow the waste pumped from their onsite septic systems be disposed of in the District's wastewater treatment plant at no charge.

7. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services for July.
Motion: made by Director Meiner to approve the invoices, second by Director Kautz.
Unanimous Approval
8. The Board may convene into an Executive Session pursuant to A.R.S. 38-431.03.A.7 for discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the lease of real property.
9. Possible action regarding leasing 405-33-479.
No discussion or action taken.

Public Comment Period. The public will be given the opportunity to comment to the Board of Directors on non-agenda item issues pertaining to the District. This is the time for the public to comment. Members of the Board may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. § 38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter, responding to any criticism or scheduling the matter for further consideration and decision at a later date. Two minutes will be allowed for each speaker.