

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
July 15, 2021 – 10:00 a.m.
VIA ZOOM VIDEO CONFERENCE

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/85076075483?pwd=UHI2bkg0cHJqYTNCkzhpdmRLTDIwUT09>

Meeting ID: 850 7607 5483 / Passcode: 857111

Dial by your location: 346-248-7799 Houston; 669-900-9128 San Jose; 253-215-8782 Tacoma

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Contact jbartos@idsadmin.com to request a Zoom meeting invitation to be emailed to you.

Call to Order – Gary Livermont, Brien Gidlow, Jim Kautz, Joanne Johnson and Rich Gardner present.
Ruth Kane and David Sheets absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, Sunrise Engineering; Robert Kozak, District Attorney

Executive Session: The Board will convene into Executive Session pursuant to A.R.S. 38-431.03.3 for legal advice regarding District liability.

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.
Diana discussed the WIFA loan payment amounts with the Board.
2. Consent Agenda:
 - a) Approve the meeting minutes of June 17, 2021;
Director Gidlow requested modifications to the minutes.
Motion: made by Director Gidlow to approve the minutes as modified, second by Director Kautz.
Unanimous Approval
 - b) Approve checks written in June 2021.
Motion: made by Director Johnson to approve the checks, second by Director Kautz.
Unanimous Approval
3. Discussion and possible action to enter into an agreement with Keegan, Linscott & Associates PC to perform the Fiscal Year 2020-2021 annual audit.
Motion: made by Director Gardner to approve the annual audit for FY 2020-2021, second by Director Johnson.
Unanimous Approval
4. Discussion and possible action to adopt Resolution 2021-4 and the Order of Boundary Change regarding annexation of parcel 405-28-009G, 26 Deer Pass Drive.
Motion: made by Director Johnson to adopt Resolution 2021-4 and the Order of Boundary Change, second by Director Kautz.
Unanimous Approval

5. Discussion and possible action to adopt a policy that reduces the commercial flat rate from \$40.00 per month to \$37.80 per month for Fiscal Year 2021-2022.
Jennifer explained that the adopted rate of \$40 per month is higher than the District's posted daily rate. She requested the minimum fee be reduced to \$37.80 per month.
Motion: made by Director Gardner to charge the minimum commercial rate as \$37.80 per month, second by Director Johnson.
Unanimous Approval
6. Discussion and possible action regarding a 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 and he confirmed that he has responded to the ADEQ regarding the inspection.
7. Discussion and possible action regarding the UV replacement project.
Dave Dirren said that Sid is creating the bid schedule. No action taken.
8. Discussion and possible action regarding a Septage Acceptance program.
Motion: made by Director Gardner to not accept septage unless it is special circumstances for properties within the District boundaries only, second by Director Johnson.
Unanimous Approval
9. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties.
Dave reviewed the report with the Board.
10. Discussion and possible action regarding estimates from Sunrise Engineering to update the District's Master Plan and hydraulic modeling.
Motion: made by Director Gidlow to approve the May 27th proposal from Sunrise Engineering to perform the update to the Master Plan and hydraulic modeling, \$157,620 lump sum and \$47,660 hourly, second by Director Kautz.
Unanimous Approval
11. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.
Motion: made by Director Johnson to approve the invoice in the amount of \$761.25, second by Director Kautz.
Unanimous Approval

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.