

Public Hearing and Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
May 15, 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, Lee Meiner and Ruth Kane present. Jim Kautz and Moneesh Chatterjee present telephonically. Joanne Johnson 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

*Unanimous – indicates a unanimous vote from the Board present.

Hearings:

Open Public Hearing on the Fiscal Year 2019/2020 Budget
Chairman Sheets opened the public hearing. Hearing no comments from the public the hearing was closed.
Close Public Hearing on the Fiscal Year 2019/2020 Budget

Open Public Hearing on the Fiscal Year 2019/2020 Rates & Fees
Chairman Sheets opened the public hearing. Hearing no comments from the public the hearing was closed.
Close Public Hearing on the Fiscal Year 2019/2020 Rates & Fees

Convene into Special Meeting:

1. Action on the Fiscal Year 2019/2020 Final Budget and possible adoption of Resolution No. 2019-1.
Motion: made by Director Meiner to approve the final budget and adopt Resolution No. 2019-1, second by Director Kane.
Unanimous Approval
2. Action on the Fiscal Year 2019/2020 Rates and Fees and possible adoption of Resolution No. 2019-2.
Motion: made by Director Chatterjee to approve the rates and fees and adopt Resolution No. 2019-2, second by Director Kautz.
Unanimous Approval

Convene into Regular Meeting:

3. 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.
4. Consent Agenda:
 - a) Approve the meeting minutes of April 17 and May 1, 2019;
Motion: made by Director Kautz to approve the meeting minutes, second by Director Meiner.
Unanimous Approval
 - b) Approve checks written in April 2019.
Motion: made by Director Meiner to approve the checks, second by Director Kautz.
Unanimous Approval

5. 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 said the Indigo project is exceeding expectations
Diana told the Board that getting receipts for every purchase Brad makes from ACE has become terribly cumbersome. She said she gets an itemized invoice and Brad signs off on each invoice. The Board felt the itemized invoice is adequate and there isn't a need for the individual receipts.
6. 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.
Jennifer will talk to the County about the damaged manhole on Pebble.
7. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project and a policy for installing individual taps.
Dave Dirren gave the Board an estimate of \$1,200 for installing taps to the individual lots. Staff was asked to write a recommended policy for the tap installation 3' beyond the edge of the pavement.
8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services, for April.
Motion: made by Vice-Chair Livermont to approve the invoices, second by Director Kane.
Unanimous Approval
9. Discussion and possible action regarding leasing the old treatment plant site, parcel #405-33-479, to HV Canal, Martin Aronson for a gravel parking lot.
The Board discussed the possibilities of liability and did not feel it was worth leasing for \$2,000 a year.
Motion: made by Director Meiner to deny the request to lease the land, second by Vice-Chair Livermont.
Unanimous Approval
10. Discussion and possible action regarding capacity estimate for a health facility with showers and a coffee shop with no kitchen.
Jennifer explained that she reviewed the water records for these two entities and recommends modifying the ERU's for these two accounts only.
Motion: made by Director Meiner to approve the ERU modification for these two accounts, second by Vice-Chair Livermont.
Unanimous Approval
11. Discussion and possible action to approve a 5-year contract with Improvement District Services, Inc. for administrative services.
Motion: made by Director Meiner to approve the 5-year contract with I.D.S., second by Director Kane.
Unanimous Approval
12. Discussion and possible action to approve the Call of Election for four Board positions.
Jennifer was instructed to publish according to Statute.
Motion: made by Director Meiner to approve the Call of Election and publish twice in the newspaper to complete the District's obligation, second by Director Livermont.
Livermont, Sheets, Kane, Meiner & Kautz – yay
Chatterjee - nay

Pending Issues:

13. Discussion and possible action regarding an asset inventory.
Brad provided the Board with a preliminary inventory.

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.