

**Meeting Minutes**  
**Board of Directors of the Big Park Domestic Wastewater Improvement District**  
**April 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.*

Topic: Big Park DWWID Board of Directors Meeting

Join Zoom Meeting

<https://us02web.zoom.us/j/85076075483?pwd=UHI2bkg0cHJqYTNCZhpdmRLTDIwJT09>

Meeting ID: 850 7607 5483

Passcode: 857111

One tap mobile

+13462487799,,85076075483#,,,,\*857111# US (Houston)

+16699009128,,85076075483#,,,,\*857111# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

Passcode: 857111

Contact [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Jim Kautz, Rich Gardner, Brien Gidlow, Gary Livermont and Joanne Johnson present. Ruth Kane 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 and Sid Mazumdar, District Engineer, Sunrise Engineering.

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.
2. Discussion and possible action regarding the Fiscal Year 2021/2022 budget to include proposed new projects for hydraulic modeling, the UV replacement project and updating the District's Master Plan. Also, to be discussed are FY 21/22 rates, fees and Ordinance amendments.  
Motion: made by Director Kautz to approve the tentative budget and rates, and two Ordinance amendments regarding prohibited discharges from pools and spas and clean out requirement at property line, set the hearing date and time as May 20, 2021 at 10:00 am, second by Director Gardner.  
Unanimous Approval
3. Consent Agenda:
  - a) Approve the meeting minutes of March 17, 2021;
  - b) Approve checks written in March 2021.Motion: made by Director Gardner to approve the consent agenda, second by Vice-Chair Livermont.  
Unanimous Approval
4. 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.
5. Discussion and possible action regarding the UV replacement project.  
Sid will prepare and advertise the project and will hopefully have bids for the Board's consideration at the next meeting.

6. 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.
7. Discussion and possible action regarding estimates from Sunrise Engineering to update the District's Master Plan and hydraulic modeling.  
Sid and Dave gave a presentation on the modeling project. It was suggested that the modeling project and master plan update be done at the same time. Sid said the modeling project and master plan update will be between \$150,000 - \$200,000. Dave and Sid will present a proposal to the May meeting. Sid said the headworks could be upgraded with a conveyor and auger for dewatering \$175,000 plus \$30,000.
8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.  
Motion: made by Director Johnson to approve the invoices, 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.

**Big Park Domestic Wastewater Improvement District**  
**Fiscal Year 2021/2022 Tentative Budget**

4/15/2021 Adopted

Exhibit A

<b>EXPENSE</b>		<b>FY 20/21</b>	<b>Actual as of</b>	<b>12-month</b>	<b>FY 21/22</b>
<b>Operations and Maintenance</b>		<b>Budget</b>	<b>3/31/2021</b>	<b>Estimate</b>	<b>Budget</b>
<b>Administration:</b>					
101	Administrative Svcs Contract	\$373,570	\$283,359	\$377,812	\$377,812
102	Activation Fees	15,000	21,200	23,009	15,000
103	Additional Admin Services	260	892	892	250
104	Collections	15,000	17,124	22,832	15,000
105	Attorney Services	50,000	2,992	3,200	5,000
106	Bank Charges				
	ACH Debit Fee	75	45	68	75
	Online Payment Fee	500	65	98	150
	Banking Fees	500	510	765	800
107	Director's Compensation	6,825	3,525	5,100	6,300
108	Elections	0	0	0	15,000
109	Auditing Services	20,000	17,000	17,000	20,000
	Additional Acct. Services	6,000	0	3,000	3,000
110	Insurance Premium	32,000	21,064	21,064	22,000
111	Meeting Room Rental	585	0	0	0
112	Postage	100	10	10	100
113	Publishing	400	31	400	600
114	Registrations				
	ADEQ	3,000	3,000	3,000	3,200
	Blue Stake	700	313	470	450
	VOCA	362	0	362	362
115	Transfer to R&R WIFA Reserve Fund	74,000	0	74,000	74,000
116	WIFA Loan Payment	369,228	54,752	369,228	369,228
117	Storage Facility	<u>1,440</u>	<u>975</u>	<u>1,463</u>	<u>1,500</u>
118	<i>Administration Subtotal</i>	<i>\$969,545</i>	<i>\$426,857</i>	<i>\$923,771</i>	<i>\$929,827</i>
<b>Engineering:</b>					
201	General Engineering Services				
	General Services	6,000	986	1,479	3,000
	Meeting w/ Board	12,000	3,209	4,814	5,000
	New Customer Coordination	4,000	4,298	6,447	6,500
	ProPipe Coordination	3,000	1,114	1,671	3,000

	WWT System Coordination	3,000	1,609	2,414	3,000
202	Additional Engineering Services				
	New Tap Review/Inspections	3,000	0	0	3,000
	Grease Traps Review/Inspections	3,000	1,403	2,000	3,000
	Private Line Acquisition	5,000	0	0	0
	Survey Services	5,000	0	0	0
	Master Plan & Modeling Project	0	0	0	350,000
203	GIS License	1,900	0	1,900	1,900
204	GIS Updates	<u>12,000</u>	<u>11,806</u>	<u>11,806</u>	<u>12,000</u>
205	<i>Engineering Subtotal</i>	<i>\$57,900</i>	<i>\$24,425</i>	<i>\$32,530</i>	<i>\$390,400</i>
<b>Operations:</b>					
301	Operations Services Contract	329,654	235,467	313,956	323,375
302	Operator Additional Services	0	474	474	0
303	Dialer System	2,636	5,288	5,288	2,600
304	Emergency Maintenance	40,000	7,666	11,499	20,000
305	Hauling & Disposal	120,000	39,092	58,638	60,000
306	Indigo Project	52,000	19,010	28,515	40,000
307	Laboratory - Certification	2,000	1,905	1,905	2,000
	Laboratory Analysis	16,000	13,617	20,426	21,000
	Laboratory Supplies	10,000	7,047	10,571	11,000
308	Landscape & Building Maintenance	7,500	800	800	7,500
309	Operating Equipment & Supplies	25,000	22,212	33,318	35,000

**Big Park Domestic Wastewater Improvement District  
Fiscal Year 2021/2022 Tentative Budget**

310	Security at WWTP (gate)	35,000	0	0	0
311	System Maint - see project list	0	291	291	0
	Dust, Flush & Video Lines	60,000	0	0	120,000
	Generator Maintenance	5,500	3,749	5,500	5,500
	Bio Cube Media	22,770	0	22,770	22,770
	Headworks Maintenance	14,000	2,385	14,000	14,000
	UV Components	50,000	9,534	50,000	50,000
	Compressor Service	4,336	2,215	4,336	4,336
	Belt Press Components	20,000	9,758	20,000	20,000
	Biolac Difusers R&R and Clean	25,000	453	25,000	25,000
	Clean and Swap FEQ tanks	15,000	2,025	15,000	15,000
	Reuse Pump Panel Upgrade	35,000	0	35,000	0
	Treatment Plant Erosion/Settling	9,000	23,197	23,197	0
	Blower Motor Spare	3,000	0	3,000	0
	Blower Spare	15,500	0	15,500	8,000
	Fire Suppression	1,500	0	1,500	1,500
312	Electric				
	Treatment Plant	90,000	56,310	84,465	85,000
	LS #8	8,500	5,335	8,003	8,500
	LS #10	3,300	2,061	3,092	3,300
313	Telephone	1,900	1,263	1,895	1,900
314	Water	1,850	983	1,475	1,600
315	Internet	1,100	540	810	850

316	Contingency	104,521	0	0	93,782
317	<i>Operator Subtotal</i>	<u>\$1,131,567</u>	<u>\$472,677</u>	<u>\$820,221</u>	<u>\$1,003,513</u>
318	<i>subtotal</i>	<u>\$2,159,012</u>	<u>\$923,959</u>	<u>\$1,776,522</u>	<u>\$2,323,740</u>
319	District O&M Reserve Fund	682,507	0	682,507	814,430
320	Reimbursable Eng. Svc.	25,000	0	0	25,000
321	Reimbursable Annexation Fees	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
322	<b>Total O&amp;M Expenses</b>	\$2,868,519	\$923,959	\$2,459,029	\$3,165,170

		<b>FY 20/21</b>	<b>Actual as of</b>	<b>12-month</b>	<b>FY 21/22</b>
<b>Capital Expense</b>		<b>Budget</b>	<b>3/31/21</b>	<b>Estimate</b>	<b>Budget</b>
401	Emergency Cap. Fund	\$518,258	\$0	\$0	\$86,122
402	FairwayOaks/Chaparral/Sugarloaf	93,404	325,746	325,746	0
	Engineering	6,950	23,495	23,495	0
403	UltraViolet Replacement	0	0	0	560,000
404	Contingency (UV Project Engineering)	<u>0</u>	<u>42,234</u>	<u>60,000</u>	<u>0</u>
405	<b>Total Capital Expense</b>	\$618,612	\$391,475	\$409,241	\$646,122
406	<b>Total Expense Budget</b>	\$3,487,131	\$1,315,434	\$2,868,270	\$3,811,292

**Big Park Domestic Wastewater Improvement District**  
**Fiscal Year 2021/2022 Tentative Budget**

<b>REVENUE</b>		<b>FY 20/21</b>	<b>Actual as of</b>	<b>12-month</b>	<b>FY 21/22</b>
<b>Operations and Maintenance</b>		<b>Budget</b>	<b>3/31/2021</b>	<b>Estimate</b>	<b>Budget</b>
501	User Fees	1,400,000	\$1,332,215	\$1,764,475	1,769,040
502	Activation/Transfer Fee	15,000	20,759	23,009	15,000
503	Ad Valorem Tax	0	0	0	0
504	Collection Fees	15,000	18,056	22,832	15,000
505	Permit Fees	2,275	9,410	10,060	3,250
506	Interest	28,000	7,145	9,527	9,500
507	Miscellaneous O&M Income	1,000	4,498	4,498	0
508	Reuse Effluent Income - VOCA	<u>15,000</u>	<u>37,703</u>	<u>40,000</u>	<u>40,000</u>
509	<i>Subtotal O&amp;M Revenue</i>	<u>1,476,275</u>	<u>1,429,786</u>	<u>1,874,401</u>	<u>1,851,790</u>
510	Transfer From R&R WIFA Fund	74,000	0	74,000	74,000
511	Reimb. Engineering Fees	25,000	1,013	0	25,000
512	Reimb. Annexation Fees	<u>2,000</u>	<u>0</u>	<u>0</u>	<u>2,000</u>
513	<b>Total O&amp;M Revenue</b>	\$1,577,275	\$1,430,799	\$1,948,401	\$1,952,790

**Capital Revenue**

601	Capacity Fees	\$17,400	\$222,150	\$227,950	\$23,200
602	FairwayOaks/Chaparral/Sugarloaf				
	Reimb. Chaparral Line Engineering	0	0	0	0
	Reimb. Chaparral Line Construction	0	38,350	38,350	0
603	Interest	1,500	2,862	3,816	1,500
604	Miscellaneous	0	-	-	0
605	<b>Total Capital Revenue</b>	\$18,900	\$263,362	\$270,116	\$24,700
606	<b>Total Revenue</b>	\$1,596,175	\$1,694,161	\$2,218,517	\$1,977,490

**Big Park Domestic Wastewater Improvement District  
Fiscal Year 2021/2022 Tentative Budget**

**FUND BALANCES**

<b>Operations &amp; Maintenance Fund</b>			
801	Balance as of 3/31/2021	\$493,843	OneAZ
	O&M Treasurer Account	\$1,736,005	
802	Estimated Expenses 20/21	<u>1,535,070</u>	
803	Subtotal	694,778	
804	Anticipated Revenue 20/21	<u>517,602</u>	
805	Estimated Ending Balance 20/21	1,212,380	
806	Est. Beginning Balance 21/22	1,212,380	
807	Estimated Revenue 21/22	1,952,790	
808	Estimated Expense 21/22	<u>3,165,170</u>	
809	Estimated Ending balance 21/22	\$0	

<b>Capital Fund</b>		
810	Balance as of 3/31/2021	\$632,434
811	Estimated Expenses 20/21	<u>17,766</u>
812	Subtotal	614,668
813	Anticipated Revenue 20/21	<u>6,754</u>
814	Estimated Ending Balance 20/21	621,422
815	Est. Beginning Balance 21/22	621,422
816	Estimated Revenue 21/22	24,700
817	Estimated Expense 21/22	<u>646,122</u>
818	Estimated Ending balance 21/22	\$0