

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
July 17, 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, Lee Meiner, Joanne Johnson, Ruth Kane and Jim Kautz present. Moneesh Chatterjee and Gary Livermont 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; Martin Aronson, property owner of Sedona Vista Village; Brien Gidlow, property owner.

Pledge of Allegiance

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

Motion: made by Director Johnson to move to item #8, second by Director Kane.
Unanimous Approval

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. Consent Agenda:
 - a) Approve the meeting minutes of May 15, 2019;
 - b) Approve checks written in May and June 2019.

Motion: made by Director Meiner to approve the consent agenda, second by Director Kautz.
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 will bring back additional information and hopefully more bids.
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.
6. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project and a policy for installing individual taps or lateral lines.
Dave Dirren said the plans are 75% complete. Dave said the geotech estimate is about \$6,900. Dave will turn the plans into the County in two weeks.
Motion: made by Director Meiner that the District will install every lateral at the Districts expense. If the capacity fee is paid by the property owner prior to or at construction, the lateral fee will be waived; if the property owner declines to pay the capacity fee during construction then the lateral fee will be charged in addition to the applicable capacity fee charged at the time of connection, second by Director Kautz.

Unanimous Approval

7. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services, for May and June.
Motion: made by Director Meiner to approve the invoices, second by Chairman Sheets.
Unanimous Approval

8. 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.
Mr. Aronson presented the Board with his plan for the retail portion of the property. He requested a lease for the District's property behind the APS substation for employee parking. He said they hope to create 50 parking spaces. He proposed \$1,800 per year with multi-year options and increases. He also discussed the insurance coverage and would indemnify the District for any liability. Chairman Sheets asked what the timeframe is for a final decision. Mr. Aronson responded he had hoped for a decision today. Jennifer clarified with Dave Dirren that the District's easement would still be intact if the land was leased.
Motion: made by Director Meiner to agree that the Board approves the theory of the lease but the details will be worked out in the future, second by Director Kautz.
Unanimous Approval
Mr. Aronson will present a lease document for the Board's review at the next meeting.

9. Discussion and possible action regarding capacity estimate for Colt Grill restaurant with special circumstances.
Dave Dirren indicated there has not been any information submitted to him that would be reason enough to consider alternate capacity and fees.
No 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.
No public requested to speak.