

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
February 15, 2017 - 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., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301. 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 – Lee Meiner, Joanne Johnson, Ruth Kane, Dorothy Vandelinde and David LaFrance present.
Moneesh Chatterjee and David Sheets absent.

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

Pledge of Allegiance

1. Discussion and possible action to approve starting Phase 3 of the GIS project. (4 minutes)
The Board asked what the consequences would be if Phase 3 was held off until the next fiscal year. Dave Dirren said that any additional work can be done under a maintenance contract, charged at time and material. Brad said he and Dave Dirren will decide. Jennifer clarified that it is okay for Sunrise to proceed loading the Propipe information under the maintenance contract.
Motion: made by Director Kane to have Sunrise Engineering provide services through maintenance on an as-needed basis, second by Director Johnson.
Unanimous Approval
2. Discussion and possible action regarding the RFP for Operation Services by Sunrise Engineering. (3 minutes)
Chairman Meiner suggested that the Board may consider putting off bidding until next budget year.
Chairman Meiner stated that the RFP should be postponed until next fiscal year.
Dorothy Vandelinde left the meeting during this item.
Motion: made by Director Johnson to postpone the RFP until next fiscal year, second Director Kane.
2 – yes / 1 – no LaFrance & Meiner (Chair vote not counted as tie breaker)
This issue will be placed on the next agenda
Vice-Chairman LaFrance asked if the Board delayed the process would the budget number be effected.
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. (5 minutes)
Vice-Chairman LaFrance asked about the Sunrise Townhomes, to which Jennifer responded that part of the Sunrise Townhomes are not within the boundaries of the district. Vice-Chairman LaFrance referenced the PSN number on the budget and asked if this amount would be used by the close of the fiscal year. Brad responded that there are many projects coming up that would use this line item. The West Coast Turf bills were approved by the board for IDS to pay.
4. Consent Agenda: (2 minutes)
 - a) Approve the meeting minutes of January 18, 2017;
 - b) Approve checks written in January 2017;
 - c) Approve reconciliation report.Motion: made by Director Kane to approve the consent agenda, second by Director Johnson.
Unanimous Approval

5. Discussion and possible action regarding proposals for rip-rap at the treatment plant site. (4 minutes)
Table to the next public meeting.
6. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include plant capacity, updates on the GIS and grease trap inspections. (4 minutes)
No action taken.
7. Discussion and possible action regarding an update on the status of the removal of lift station #7 and
 - a) Approve Pay Request in the amount of \$98,367.30. (4 minutes)
Chairman Meiner said he believes the District should only cover 1/3 the cost of the cart path repair.
Motion: made by Director Johnson to approve the amount of \$98,367.30, second by Director Kane.
Unanimous Approval
8. Discussion and possible action to approve invoices from Sunrise Engineering for: (2 minutes)
 - a) District Engineering & GIS Project Services - \$22,548.32
 - b) Construction Observation - \$258.75Motion: made by Vice-Chairman LaFrance to approve both engineering invoices, second by Director Johnson.
Unanimous Approval
9. 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. (4 minutes) No action taken.
10. Discussion and possible action regarding repair and/or replacement of the headworks on the wastewater treatment plant. (4 minutes)
Brad is still getting quotes and when the information is received there will be a special meeting called.
Motion: made by Director Johnson to authorize the purchase of a new unit in the amount of the estimated \$100,000, second by Director Kane.
Unanimous Approval
11. Discussion and possible action to approve an invoice from Environmental Biomass Services in the amount of \$86.13. (2 minutes)
Motion: made by Director Johnson to approve the invoice in the amount of \$86.13, second by Vice-Chairman LaFrance.
Unanimous Approval
12. Discussion and possible action regarding ongoing issues:
 - a) Refurbishment of lift station #10; (3 minutes)
Chairman Meiner said he believes the HOA should do the lift station work
 - b) Refurbishment of reuse lift station; (3 minutes)
 - c) District Policies; (3 minutes)
 - d) Equipment at the treatment plant; (2 minutes)
 - e) Grease trap inspections; (2 minutes)
 - f) Private line acquisition; (2 minutes)
 - g) Juniper Street mainline extension; (3 minutes)
 - h) Dedication of the wastewater treatment plant. (5 minutes)
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.