

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
February 16, 2016 - 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.

1. Call to Order – Lee Meiner, David Sheets, Moneesh Chatterjee, Joanne Johnson and Dorothy VandLinde present. Ruth Kane absent.

Also present and participating in the meeting: Jennifer Bartos and Diana King, Administrators, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass; Dave Dirren and Jarom Hlebasko (remotely), Sunrise Engineering; Loren and Joyce Cunningham, Auditors; Henry Reiter, Developer

Pledge of Allegiance

2. Discussion and possible action to elect a Chairman and Vice-Chairman if applicable.
Motion: made by Director Johnson to nominate Lee Meiner as Chairman, second by Director Chatterjee.
Unanimous Approval
Motion: made by Director Johnson to nominate David Sheets as Vice-Chairman, second by Director VandLinde.
Unanimous Approval
3. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.
Dave Dirren said the project could be wrapped up this week.
4. Discussion and possible action regarding an update on the GIS project.
Jarom gave the Board a presentation remotely, on the status of the project.
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave reviewed the report with the Board.
6. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$2,629.00;
Motion: made by Vice-Chair Sheets to approve the invoice totaling \$2,629.99, second by Director Chatterjee.
Unanimous Approval
 - b) Construction Observation \$258.75, Post Construction Services \$395.00, Board Meeting \$690.00, Funding Assistance \$145.00, Construction Services \$510.16 - Total invoice \$1,998.91.
Motion: made by Vice-Chair Sheets to approve the invoice in the amount of \$1,998.91, second by Director Johnson.
Unanimous Approval
7. 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.
8. Discussion and possible action to renew and amend the operations contract with Environmental Biomass Services.
This item will be on the next agenda. Brad will have two proposals prepared for the next meeting.
9. Discussion and possible action regarding grease trap inspections and requirements.
Dave will have a draft ordinance by next meeting and a list of who needs a grease trap. Brad will take a downstream sample from the Blue Moon.

10. Discussion and possible action regarding a project to abandon or upgrade Lift Station #7.
Dave Dirren will write a proposal for Sedona Golf Resort.

11. Discussion and possible action to approve an audit agreement with Loren Cunningham, CPA, PLLC, for Fiscal Year 2014/2015, not to exceed \$18,000.
Motion: made by Vice-Chairman Sheets to approve the contract for the June 30, 2015, audit for an amount not to exceed \$18,000, second by Director Johnson
Unanimous Approval

12. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.
Jennifer reviewed the report with the Board.

13. Consent Agenda:
 - a) Approve the meeting minutes of January 19, 2016;
 - b) Approve warrants written in January 2016.Motion: made by Director Johnson to approve the consent agenda, second by Director Vandelinde.
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.