

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

March 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 – David Sheets, Lee Meiner, Moneesh Chatterjee, Joanne Johnson, Dorothy VandeLinde and Ruth Kane present. David LaFrance absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Dakota King, District Administrator, Improvement District Services, Inc.; Loren and Joyce Cunningham, Auditor & CPA; Brad Bowers, Environmental Biomass Services; Dave Dirren, Sunrise Engineering.

Pledge of Allegiance

1. Discussion and possible action regarding the RFP for Operation Services by Sunrise Engineering.
The Board discussed some of the reasons for issuing an RFP. It was clarified that the reasons were not because the Board isn't happy with EBS's service but for transparency and to know the District is getting a competitive price.
Item tabled to the next meeting.
2. Discussion and possible action to approve the audited financial statements for year ending June 30, 2016.
Loren and Joyce Cunningham presented the Board with the audited financial statements. Loren said that when the report is submitted to WIFA the bank statement showing the reserve account is opened should be included. Loren said there are 32 tests of compliance for loan requirements that should be documented for compliance on a quarterly basis. Loren recommended the Board create a finance committee to review the report in the future.
Motion: made by Director Kane to recognize the deficiency has been corrected and the Board approves the report, second by Director Meiner.
Unanimous Approval
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.
The draft budget was reviewed. Dave Dirren clarified that the GIS number for next fiscal year should be \$11,000. Staff was asked to create a draft newsletter for the Board's consideration at the next meeting.
4. Discussion and possible action to approve offering the bank draft program for quarterly utility bills and to approve the District absorbing the cost.
Director Chatterjee said he would ask the Board to consider also covering the cost of credit card payments as an option. Jennifer was asked to place that issue on the next agenda.
Motion: made by Director Meiner to approve covering the bank charges for bank drafts, second by Director Kane.
Unanimous Approval
5. Consent Agenda:
 - a) Approve the meeting minutes of February 15, 2017;
 - b) Approve checks written in February 2017;
 - c) Approve reconciliation report.Motion: made by Director Meiner to approve the consent agenda, second by Director Johnson.
Unanimous Approval
6. Discussion and possible action regarding proposals for rip-rap at the treatment plant site.
Dave Dirren will bring bids from landscapers to the next meeting.
7. Discussion and possible action regarding erosion on the treatment plant site.
MGC will fill in the current holes as a temporary solution. The Board would like to have this problem studied. Dave Dirren will bring back ideas.

8. 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.
Motion: made by Director Meiner to finish the GIS project for \$11,000, second by Director Johnson
Unanimous Approval
9. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering & GIS Project Services - \$12,729.42
 - b) Construction Observation - \$230.00Motion: made by Director Meiner to approve the invoices in the amount of \$12,959.42, second by Director Johnson.
Unanimous Approval
10. 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.
11. Discussion and possible action regarding ongoing issues:
 - a) Refurbishment of lift station #10;
 - b) Refurbishment of reuse lift station; - Dave Dirren was asked to do a feasibility study.
 - c) District Policies;
 - d) Equipment at the treatment plant;
 - e) Grease trap inspections;
 - f) Private line acquisition;
 - g) Juniper Street mainline extension;
 - h) Dedication of the wastewater treatment plant.

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.