

Draft  
Meeting Minutes  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
April 15, 2014 - 9:30 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.*

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

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Tom Pender, Pender Engineering, District Engineer; Tyson Glock, Sunrise Engineering

Pledge of Allegiance

Motion: made by Director Johnson to take item #5 first, second by Director VandLinde.  
Unanimous Approval

2. Discussion and possible action regarding the following items for the 2012 Treatment Plant Modification Project: Tyson said that he was contacted by the ADEQ regarding the APP, they are progressing with the issuance by publishing for public comment.
  - a. Discussion of the anticipated schedule and events for the construction process;  
Tyson said that on May 5th the project will break ground. At the beginning of December, the new system should be on line. Construction should be done by May 2015. Tyson was asked to send weekly updates to the Board.
  - b. Approval necessary for monthly payments to contractors;  
Sunrise will authorize the invoices and they will be paid, then the list of warrants will be included in the next agenda for the Board to ratify.
  - c. WIFA interviews of construction staff by Sunrise Engineering for compliance with Davis-Bacon requirements;  
Sunrise will provide a proposal with a not to exceed cost.
  - d. Process for approvals of change orders - such as dollar limits, emergency and non-emergency;  
Jennifer and Brad will be consulted regarding change orders and items that will stop work may be approved by them and then it will be reported at the next Board meeting. Change orders that will not stop the progress of construction will be brought to the Board for consideration.
  - e. Communication with contractors and staff during construction;  
Tyson told the Board that he will be the main contact for the project. All communication to the contractor will be through Tyson.
  - f. Change orders for Value Engineering items;  
\$11,000 credit to change the air piping to schedule 40 steel pipe vs. iron pipe. MGC will credit \$80,000 of the liquidated damages they budgeted for in the proposal back to the District if the construction deadline is extended by four months (to May 2015).  
Motion: made by Director Johnson to approve the change order for Value Engineering, second by Vice-Chairman Sheets.  
Unanimous Approval
  - g. Amendment to the contract Sunrise Engineering contract for final design, due to a clerical error, omitting the three pages Term and Conditions. This amendment will add zero dollars to the contract;  
Motion: made by Vice-Chairman Sheets to approve the amendment, second by Director VandLinde.  
Unanimous Approval
  - h. Approval of invoices from Sunrise Engineering, Inc. for Contractor Selection \$3,121.28 (February) and \$1,928.25 (March), Permitting Assistance \$345.00, Pump Selection Assistance \$316.25, Biolac Concrete Wall Evaluation \$1,402.50, totaling \$7,113.28.  
Motion: made by Vice-Chairman Sheets to approve the invoices in the amount of \$7,113.28, second by Director Johnson.  
Unanimous Approval  
Jennifer was asked to place an item on the next agenda to consider an amendment from Sunrise Engineering for all of the anticipated construction administration and observation.

3. Presentation of the Engineer's Report by Tom Pender of Pender Engineering.  
Tom said he has submitted more information for the AZNPDES permit and it appears that the permit is in the process of being issued. Tom told the Board that he should review the plant modification project to determine how many hours Sunrise should be on the site for construction administration and observation. Jennifer requested that Tom submit a proposal for his cost for doing this research. Tom said that Sunrise doesn't need to be on site every day while work is being performed. Jennifer disagreed and Tyson said he thinks it is important for an inspector to be there whenever the contractor is on site. Tom said that he should be the Board's representative on this project.
4. Discussion and possible action regarding two invoices from Pender Engineering for Bid Review and Mileage \$1,042.20 and Famous Pizza Review \$150.00.  
Chairman Meiner said he has a problem with the charge for Famous Pizza. Tom said his retainer is for attending Board meetings and answering questions. Karen said she believes this task should be included as part of his regular contract. Jennifer was asked to hold this item until the next agenda and to place review of the engineering contract on the next agenda. Chairman Meiner asked Tom to justify the four hours charged for the contract review.  
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$1,042.20, but hold the \$150.00 invoice, second by Director Nohowec.  
Unanimous Approval
5. Discussion and possible action regarding the Ordinance grease trap requirements and the District Engineer's recommendation for the potential new location of Famous Pizza.  
Tom Pender said there is no place to put a 1,000 gallon subsurface grease interceptor. He said they found a grease trap which is also an interceptor and this interceptor will meet the District's standards. Tom said that Sedona and Flagstaff have approved the use of this type of trap. Tom recommends the Board approve the use of this type of grease trap.  
Motion: Vice-Chairman Sheets to approve the 100 parts per million grease interceptor for the new Famous Pizza site, second by Director Nohowec.  
Unanimous Approval
6. Discussion regarding the 2014/2015 Tentative Budget figures, PSM projects, potential fees to include new fees for restaurants, undersized grease traps and/or grease trap pumping requirements.  
Karen suggested coming up with a flat user fee for restaurants, unless they submit regular pumping records. Tom Pender suggested \$900.00 per quarter. A new user fee for restaurants will be considered with the rate hearing that will be charged to restaurants that do not produce regular pumping records for Brad during his quarterly grease trap inspections.
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 staff report with the Board. He said the reuse sent to VOCA has increased.
8. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.  
Director Nohowec asked to have the project address added to the description on the certificate of insurance.  
  
Motion: made by Director Vandelinde to convene into Executive Session, second by Director Johnson  
Unanimous Approval
9. The Board may vote to convene into Executive Session pursuant to A.R.S. 38-431.03.7 for discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.  
  
Motion: made by Vice-Chairman Sheets to convene back into the regular meeting, second by Director Nohowec.  
Unanimous Approval
10. Consent Agenda:
  - a) Approve the meeting minutes of March 13, 2014.
  - b) Approve warrants written in March 2014.Motion: made by Director Vandelinde to approve the consent agenda, second by Director Johnson  
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.