

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
April 19, 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, David LaFrance, Ruth Kane, Dorothy VandeLinde, Joanne Johnson, Lee Meiner present. Moneesh Chatterjee present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Dakota King, District Administrator, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Dave Dirren, Sunrise Engineering; Gary Livermont, resident.

Pledge of Allegiance

1. Discussion and possible action regarding the RFP for Operation Services by Sunrise Engineering. Chairman Sheets said this issue should be addressed after the new Board Member. Motion: made by Director VandeLinde to continue the current contract with EBS for the remainder of the contract term, which is November second by Director Kane. Unanimous Approval
Director Johnson asked to have the minutes state that she and Director Kane would have voted against bidding this contract.
2. 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. Jennifer told the Board that developers are charged for the engineer's time when inspecting or reviewing plans. However, it is not typical that the engineer is needed for residential connection. She said that recently Dave Dirren reviewed plans for connection by a residential home. Jennifer asked the Board if the District will cover the engineering costs for residential review. It was agreed that the District will provide engineering services for residential connections at no charge to the customer. Dave Dirren asked to receive a site plan on every new residential build. IDS staff was asked to send County notifications to Brad so he can determine if there is a lateral.
3. Discussion and possible action to consider covering the service fees for credit card charges. Motion: made by Director Meiner to pass the fee onto the customer, second by Director Johnson. 6 yes / 1 no Chatterjee
4. Consent Agenda:
 - a) Approve the meeting minutes of March 15, 2017;
 - b) Approve checks written in March 2017;
 - c) Approve reconciliation report.Motion: made by Director LaFrance to approve the consent agenda, second Director Meiner. Unanimous Approval
5. Discussion and possible action regarding an update from Sunrise Engineering on the proposals for rip-rap installation at the treatment plant site. Dave Dirren said he has not received responses from contractors. He was asked to bring bids back to the next meeting.
6. Discussion and possible action regarding an update from Sunrise Engineering on the project to correct erosion issues at the treatment plant site. Dave Dirren will bring back recommendations for the Board to consider at the next meeting.

7. Discussion and possible action regarding a feasibility study to refurbish the reuse lift station.
Dave Dirren was asked to bring back a cost estimate(s) to the next meeting.
8. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include updates on the GIS and the Sedona Golf Resort Sewerline Project.
Dave Dirren said Jeremy at SGR has stated that they do accept the golf cart path in its current condition.
9. Discussion and possible action to request Sunrise Engineering to proceed with the plan for refurbishing lift station #10.
Chairman Sheets recommended turning this project over to Sunrise Engineering to manage the work.
10. Discussion and possible action to approve the proposal from Sunrise Engineering for inventory compilation in an amount not to exceed \$700.
Motion: made by Director Meiner to accept the proposal from Sunrise Engineering, second by Director Johnson.
Unanimous Approval
11. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering & GIS Project Services - \$2,714.00
 - b) Construction Administration - \$115.00Motion: made by Director Kane to approve the invoices, second by Director Meiner
Unanimous Approval
12. 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.
13. Discussion and possible action to approve an invoice from Environmental Biomass Services in the amount of \$3,558.82.
Motion: made by Director Meiner to approve the invoice for EBS, second by Director Johnson.
Unanimous Approval
14. Discussion and possible action regarding disclosure of a relationship between Brad Bowers of EBS and AGM Power Systems.
Brad told the Board that the AGM generator maintenance business has been in his family for years. He said he has recently taken over that business and wished to disclose that relationship to the Board because the District has and will be doing business with AGM in the future.
15. Discussion and possible action to approve the FY 17/18 Tentative Budget, rates and fees, if appropriate set the hearing date and time.
The Board reviewed the budget.
16. Discussion and possible action to accept Dorothy VandeLinde's resignation from the Board of Directors.
Motion: made by Director Meiner to accept the resignation, second by Director LaFrance
Unanimous Approval
17. Discussion and possible action regarding ongoing issues:
 - a) District Policies; - agenda item for next meeting
 - b) Equipment at the treatment plant; - update from Sheets & Brad
 - c) Grease trap inspections; - Remove from the next agenda
 - d) Private line acquisition; - Remove from the next agenda
 - e) Juniper Street mainline extension; - Remove from the next agenda
 - f) Dedication of the wastewater treatment plant. - Remove for the next agenda

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.