

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
April 21, 2015 – 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, Joanne Johnson, Ruth Kane, Dorothy VandeLinde and Martha Nohowec present.  
David Sheets 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 Tyson Glock, Sunrise Engineering

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.  
Tyson Glock reviewed the report with the Board. He said that the new plant has been seeded and the startup seems to be going good.  
No action taken.
3. Discussion and possible action regarding Amendment #8 – Construction Administration Service Contract Duration Increase.  
Tyson Glock said the reason this amendment is being requested is due to the delays in the project. He said the project is 3.7 months behind schedule, about 3 weeks are due to weather delays. Tyson said that the Sunrise contract will run out before the end of construction. He presented the Board with a \$90,300.00 estimated cost.  
Motion: made by Director Kane to approve amendment #8 with Sunrise Engineering, not to exceed \$90,300, second by Director Johnson.  
Unanimous Approval
4. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays.  
Tyson Glock told the Board that with the delays in the construction there may be liquidated damages due. He discussed the idea of coming to a settlement prior to the end of the project. Jennifer said that the additional costs will not just be construction administration, but will also include more of Brad's time, WIFA costs, and the extra hours for the inspector's time so MGC could work overtime.  
Jennifer was asked to keep this item on the agenda until complete.  
No action taken.
5. Discussion and possible action regarding construction amendments #18 – Additional Conduits, wiring, and disconnects for electrical equipment and #21 – Control Building Pipe Modification.  
Motion: made by Director VandeLinde to approve change orders #18 and #21 in the amount of \$8,574, second by Director Kane.  
Unanimous Approval
6. Discussion and possible action to ratify the emergency decision made by the Chairman and District Clerk to approve the change order for additional electrical work for lighting at the wastewater treatment plant in the amount of \$7,624.  
Motion: made by Director Kane to ratify the decision, second by Director Johnson.  
Unanimous Approval
7. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.  
Dave Dirren reviewed the report with the Board.

8. Discussion and possible action to establish the District's ownership of a sewer mainline located in Highway 179 near the intersection of Bell Rock Blvd.  
Brad Bowers explained to the Board that this manhole was constructed by a developer and then abandoned. Jennifer Bartos said that the Circle K has been having problems over the years with their septic system and they are now interested in connecting to this line. Brad said that when he inspected the video of the lines and manhole that was installed on Highway 179, he found that ADOT had filled the manhole with asphalt. Brad was asked to file a police report and to notify Yavapai County and the ADEQ about the vandalism. Brad will also contact MGC for a price to fix the problem.
  9. Discussion and possible action to approve invoices from Sunrise Engineering for:
    - a) District Engineering Services \$225.00; Board Meeting Attendance \$750.00; Grease Trap Reviews \$487.50; Private Sewer Ownership Transfers \$525.00; VOCA Easement/Sewer Extension \$75.00; Total of invoice \$2,062.50.  
Motion: made by Director VandeLinde to approve the invoice in the amount of \$2,062.50, second by Director Kane.  
Unanimous Approval
    - b) Construction Observation \$14,792.44; Post Construction Services \$28.75; Funding Assistance \$1,753.75; Filter Design \$13,455.00; APP Permit Amendment \$1,429.00, Total invoices \$31,458.94.  
Tyson Glock presented the Board with a revised invoice that included a credit in the amount of \$2,003.  
Motion: made by Director Kane to approve the invoice in the amount of \$29,455.94, second by Director Nohowec.  
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.  
Brad reviewed the report with the Board. It was noted that the old treatment plant site is not fenced. Jennifer Bartos said she would get a price to secure the property and manholes.
  11. Discussion and possible action regarding a proposal from JCH for the pump upgrade at lift station #10.  
Brad Bowers told the Board that this lift station is aging and is great need of an overhaul. He said that he received a quote for the equipment - pumps, enclosure, floats, soft starts, etc. for \$48,588, not including installation. Dave Dirren said that Tyson Glock applied for and received rebates for the District from APS.
  12. Discussion and possible action regarding renewal of the Effluent Reuse Agreement with VOCA.  
Motion: made by Director Kane to approve the Reuse contract with VOCA, second by Director Johnson.  
Unanimous Approval
  13. Discussion and possible action regarding an offer by Ray Zambrano to sell parcel #405-34-004Y to the District.  
Jennifer Bartos told the Board that Mr. Zambrano had contacted her with an offer to sell this lot to the District because it is adjacent to lift station #8. She said he offered the parcel for \$50,000. She said that Chris Kramer told her that the District would still need an appraisal and other legal work performed to purchase the lot. Director Nohowec said the value of the property is closer to \$26,000.  
No action taken.
  14. 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 Bartos and Diana King reviewed the report with the Board. Jennifer said that Bill Weber, the District's Insurance Agent, suggested the Board consider increasing the umbrella coverage due to increasing property values and costs. Jennifer was asked to increase the policy to \$10M.
  15. Consent Agenda:
    - a) Approve the modification of the meeting minutes of January 20, item 7b. Invoice total in the motion should be \$21,426.94, not \$2,468.75;
    - b) Approve the meeting minutes of March 17, 2015;
    - c) Approve warrants written in March 2015.Motion: made by Director VandeLinde to approve the consent agenda, second by Director Kane.  
Unanimous Approval
- Public Comment Period.  
No public present