

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
May 16, 2018 - 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., 3603 Crossings Drive Prescott, AZ 86305. 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 - Pledge of Allegiance. David LaFrance, Ruth Kane, Lee Meiner, Joanne Johnson, and Gary Livermont present. Moneesh Chatterjee and David Sheets absent.

Also present and participating; Jennifer Bartos, District Clerk; Dakota King, District Administrator, Improvement District Services; Dave Dirren, Sunrise Engineering; Brad Bowers, Environmental Biomass Services.

Hearings:

Open Public Hearing on the Fiscal Year 2018/2019 Budget

No public comment.

Close Public Hearing on the Fiscal Year 2018/2019 Budget

Open Public Hearing on the Fiscal Year 2018/2019 Rates & Fees

No public comment.

Close Public Hearing on the Fiscal Year 2018/2019 Rates & Fees

Convene into Special Meeting:

1. Action on the Fiscal Year 2018/2019 Final Budget and possible adoption of Resolution No. 2018-2.

Motion made by Director Kane to approve the final budget and adopt Resolution 2018-2, second by Director Livermont. Unanimous Approval.

2. Action on the Fiscal Year 2018/2019 Rates and Fees and possible adoption of Resolution No. 2018-3.

Motion made by Director Johnson to approve the rates and fees and adopt Resolution 2018-3, second by Director Kane. Unanimous Approval.

Convene into Regular Meeting:

3. Consent Agenda:

- a) Approve the meeting minutes of April 18, 2018;

Director Johnson asked that the phrase beginning with "Director Johnson..." be removed from item 4. Director Johnson also asked about the line regarding the ownership change report. Director Johnson asked that the first line under item 6 be read "...had sent out to the developer the estimated".

- b) Approve checks written in April 2018;

Motion: made by Director Meiner to approve the consent agenda, second by Director Kane. Unanimous Approval.

4. 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.

Vice-Chairman LaFrance asked about the status of the belt press.

5. Presentation of Finance Committee report regarding the Finance Committee meeting of May 2, 2018, to include:

- a) Discussion and possible action to approve the FY 16/17 Financial Audit by Loren Cunningham C.P.A., PLLC.
 - b) Discussion and possible action to revise an agreement with Loren Cunningham C.P.A., PLLC to prepare monthly financial statements to be revised to quarterly financial statements.

Vice-Chairman LaFrance further discussed that the Financial Committee had decided to revise the agreement with Loren Cunningham for the monthly financial statements to be quarterly instead. Vice-Chairman LaFrance asked that all invoices be turned in to Diana King before June 30 of this year.

Motion: made by Director Johnson to approve the FY 16/17 Financial Audit by Loren Cunningham C.P.A., PLLC, and to revise the agreement with Loren Cunningham C.P.A., PLLC to prepare monthly financial statements to be revised to "quarterly financial statements", second by Director Kane. Unanimous Approval.

6. Discussion and possible action regarding sewer mainline expansion and possible district contribution.
 - a) Building of the Chaparral sewer line.
 - b) Approval to construct a sewer line along the edge of the golf course and through parcel 405-27-405 to Chaparral.
 - c) Consideration to create a joint construction project with the customer-built line on Sugar Loaf.
 - d) Construction of a sewer main around the outer edge of Sundance Townhomes to Oakcreek Drive.

Dave Dirren stated that the Chaparral sewer line is the highest priority, at a total cost of \$257,000, a District contribution of \$137,000, and a cost to the developer at \$120,000. He stated that there may be an issue with the manhole on SR179. He stated he will be attending the VOCA homeowner association meeting next week, May 23rd, regarding the project. Vice-Chairman LaFrance stated that once the VOCA easement has been acquired, the developer on Sugarloaf will need to provide some assurance of construction of their portion.

Dave Dirren also stated that he has been working on the Sundance Townhomes project.

7. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, GIS updates and grease trap installs/inspections.

Dave Dirren discussed the BioRem Media replacement and discussed the idea of Environmental Biomass Services buying the media and renting it to the District when needed. Vice-Chairman LaFrance stated that he would like to see Brad and Dave bring a proposal for renting the media.

Jennifer stated that the previous owner of the old treatment plant site, Mrs. Patel, called and stated that she needed the District to give the originally donated land back to her.

8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$7,835.75

Director Johnson asked about the communication costs, and Jennifer responded that the Sedona Cool Storage will be charged back to the owner.

Motion: made by Director Livermont to approve the invoices from Sunrise Engineering in the amount of \$7,835.75, 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.