

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

June 15, 2016 - 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.*

1. Call to Order – Lee Meiner, David Sheets, Joanne Johnson, Dorothy VandeLinde and Ruth Kane present  
Moneesh Chatterjee absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; Dave Dirren, Sunrise Engineering, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Davis LaFrance, property owner.

Pledge of Allegiance

Hearings:

Open Public Hearing on the Fiscal Year 2016/2017 Budget

Chairman Meiner opened the public hearing.

No public present

Close Public Hearing on the Fiscal Year 2016/2017 Budget

Chairman Meiner closed the public hearing.

Open Public Hearing on District Fees and Rates

Chairman Meiner opened the public hearing.

No public present

Close Public Hearing on District Fees and Rates

Chairman Meiner closed the public hearing.

Open Public Hearing on District Ordinance Amendments

Chairman Meiner opened the public hearing.

No public present

Close Public Hearing on District Ordinance Amendments

Chairman Meiner closed the public hearing.

Convene into Special Meeting:

2. Action on Fiscal Year 2016/2017 Final Budget and adopt Resolution No. 2016-1.  
Motion: made by Director Johnson to approve the budget and adopt Resolution 2016-1, second by Director VandeLinde.  
Unanimous Approval
3. Action on Fiscal Year 2016/2017 District Fees & Rates and adopt Resolution No. 2016-2.  
Motion: made by Director VandeLinde to approve the rates and fees and adopt Resolution 2016-2, second by Director Johnson.  
Unanimous Approval
4. Action on Ordinance 2015 Amendments and adopt Ordinance 2016-1.  
Motion: made by Director Johnson to adopt the Ordinance 2016-1, second by Director VandeLinde.  
Unanimous Approval

Convene into Regular Meeting:

5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include the GIS and Lift Station #7 projects.  
Dave Dirren told the Board that Mrs. Whittman requested a letter stating what costs the District will assume for the construction of the mainline from the sewer main in Hwy. 179 to her property. Jennifer said that the Board must approve any expenditures prior to a commitment. Dave will estimate the cost of upgrading the line to serve additional lots and will present them to the Board at the July meeting.
6. Discussion and possible action to approve invoices from Sunrise Engineering for:

- a) District Engineering Services \$600.00, Lift station 7 \$343.75, Ordinance Amendments \$225.00, GIS Services \$3,046.50 — Total of invoice \$4,215.25.

Motion: made by Vice-Chair Sheets to approve the invoice in the amount of \$4,215.25, second by Director Kane.

Unanimous Approval

- b) Construction Observation \$3,109.49, Board Meeting Attendance \$690.00, Permit Assistance \$115.00, Reproduction Costs \$464.08 and Filter \$1,300.00 – Total of invoice \$5,678.57.

Motion: made by Vice-Chair Sheets to approve the invoice in the amount of \$5,678.57, second by Director Johnson.

Unanimous Approval

The Board requested Dave Dirren attend future Board meetings telephonically from 10-10:30, unless requested to attend in person. Jennifer was asked to provide a speaker phone system.

- 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 report with the Board.
- 8. Discussion and possible action regarding the open position on the Board of Directors.  
Motion: made by Vice-Chair Sheets to nominate David LaFrance to the Board of Directors, second by Director Johnson.  
Unanimous Approval
- 9. 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 told the Board that now that the final payment for the property has been made, she will be recording the final documents with the Court on June 16. She said the property owner of Pine Realty has not paid their capacity fee yet, but they anticipate the start of their construction in the near future.
- 10. Consent Agenda:
  - a) Approve meeting minutes of May 18, 2016.
  - b) Approve warrants written in May 2016.  
Motion: made by Director Johnson to approve the consent agenda, second by Vice-Chair Sheets.  
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.