

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

June 20, 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 Sheets, Gary Livermont, Joanne Johnson and Ruth Kane present. Moneesh Chatterjee present telephonically. Lee Meiner absent.

Also present and participating in the meeting were: Jennifer Bartos and Diana King, Improvement District Services, Inc.; Dave Dirren, Sunrise Engineering and Brad Bowers, Environmental Biomass Services.

1. 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.
2. Consent Agenda:
  - a) Approve the meeting minutes of May 16, 2018;
  - b) Approve checks written in May 2018;Motion: made by Director Kane to approve the consent agenda, second by Director Johnson.  
Unanimous Approval
3. 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.
4. 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 said he will provide the cost estimate information on the Chaparral/Sugar Loaf apartment project. Dave also said he would provide revised wording to the mandatory connection requirement for the Ordinance amendment.
5. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services.  
Motion: made by Director Chatterjee to approve the invoice, second by Director Livermont.  
Unanimous Approval
6. Discussion and possible action to accept David LaFrance's resignation from the Board of Directors due to the sale of his property.  
Motion: made by Director Johnson to accept the resignation, second by Director Kane.  
Unanimous Approval
7. Discussion and possible action to enter into an intergovernmental agreement with Yavapai County to conduct elections.  
Motion: made by Director Chatterjee to approve the IGA, second by Director Kane.  
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.

Barbara Gordon was present and made statements relating to the hookup requirement in the District Ordinance.