

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
August 20, 2013 - 9:30 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 – Ruth Kane, Dorothy Vandelinde, Lee Meiner, David Sheets, Martha Nohowec and Joanne Johnson present. Woody Ano absent.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Tom Pender, Pender Engineering, District Engineer; Dave Dirren and Tyson Glock, Sunrise Engineering.

Pledge of Allegiance

2. Discussion and possible action regarding the easement for the Sedona Villas sewer line.
Tom said he will verify that the easement is in place and will report back to the Board at the next meeting. Tom said he will ask for a letter from Los Piedras giving the District permission to be in the easement.
3. Discussion and possible action regarding a request from Daryl Laws for a quarterly sewer rate reduction for 125 Vultee Road due to a solids holding tank on the property.
Jennifer explained that there is no option in the fee schedule to allow for charging less than one residential unit. It was confirmed that the property owner has the option to make a proper sewer connection that would allow both liquid and solids to be delivered to the wastewater system.
Motion: made by Director Meiner to deny the request, second by Director Nohowec.
Unanimous Approval
4. Discussion and possible action regarding a request from Bill Holman to construct a sewer mainline extension from Highway 179 to parcel 405-27-407, 225 Sugarloaf Street.
Tom Pender said he told Mr. Holman to submit plans. Dave Dirren said that Mr. Holman is having a survey done on his property and that should indicate if the sewer line would flow in direction of Highway 179. Mr. Holman must submit a request for capacity and his construction plans.
No action taken.
5. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Dave Dirren said they have a meeting with the ADEQ this Friday.
6. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Permit Assistance \$4,150.55 and \$345; totaling \$4,495.55.
Motion: made by Director Meiner to approve the invoices in the amount of \$4,495.55, second by Director Johnson.
Unanimous Approval

7. Presentation of the Engineer's Report by Tom Pender of Pender Engineering.
Tom told the Board that he was contacted by Richard Hubble, Landscape Architect, with a request to allow landscaping and fencing on the easement on Lot 40, Cathedral View. Tom said he would require that a covenant be recorded that states the landscaping and fence must be removed at the owner's expense if the District needed access to the sewer line.

Tom presented the Board with a map of the private sewer lines along Jacks Canyon. Tom and Brad will perform a compliance inspection for deficiencies and once those deficiencies are corrected and the as-built drawings are submitted then the Board could consider accepting the lines.
8. Discussion and possible action to approve an invoice from Pender Engineering in the amount of \$2,935.
Motion: made by Director Meiner to approve the invoice in the amount of \$2,935.00, second by Director Johnson.
Unanimous Approval
9. 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.
10. Discussion and possible action regarding erosion around a sewer mainline at 10 Alta Vista.
Tom will get some prices to bring in riprap to stabilize the bank.
11. Discussion and possible action regarding Board of Directors positions.
It was noted that Woody Ano has not attended a meeting since May 15. Additionally, he has had no contact with District Staff or other Board Members regarding District business. Director Meiner said Woody Ano is on vacation during the entire month of August. In accordance with A.R.S. 38-291, the Board position shall be deemed vacant after 3 consecutive months of not discharging the duties of the office. Jennifer was asked to write a letter to Mr. Ano.
Motion: made by Director Meiner that the Board recognizes a vacancy has been created (Woody Ano's position) and they may act upon it at the September meeting, second by Director VandLinde.
Unanimous Approval
12. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.
Jennifer reviewed the report with the Board.
13. Discussion and possible action to approve an agreement with Loren Cunningham, C.P.A. for the District's annual financial audit in the amount of \$12,500.
Motion: made by Director Johnson to approve the agreement with Loren Cunningham for the audit, second Director Nohowec.
Unanimous Approval
14. Discussion and possible action to approve a contract with Yavapai County for election services.
Motion: made by Director Sheets to approve the contract with the County for election services, seconded by Director Meiner.
Unanimous Approval

15. Consent Agenda:

- a) Approve meeting minutes of June 18 and July 31, 2013.
- b) Approve warrants written in June and July 2013.

Motion: made by Director Vandelinde to approve the consent agenda, 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.