

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
September 19, 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 – David Sheets, Gary Livermont, Joanne Johnson, Lee Meiner, Ruth Kane, Jim Kautz present.
Moneesh Chatterjee present telephonically.

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

*Unanimous Approval indicates a unanimous action by all Board Members present.

Pledge of Allegiance

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.

Jennifer reviewed the open meeting law summary with the Board. She was asked to make the Finance Committee meeting minutes a part of the staff report in the future.

2. Consent Agenda:
 - a) Approve the meeting minutes of August 16, 2018;
 - b) Approve checks written in August 2018.

Motion: made by Vice-Chairman Livermont to approve the consent agenda, second by Director Meiner.

*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.

Brad reviewed the report with the Board.

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 reviewed the report with the Board. He said the crack in the wastewater tank was repaired by MGC and it is still holding.

5. Discussion and possible action to approve the sewer mainline easement from Cool Storage.

Motion: made by Director Meiner to approve and accept the easement, second by Director Kautz.

*Unanimous Approval

6. Discussion and possible action regarding the Chaparral and Fairway Oaks sewer mainline projects.

Dave will bring estimates for the Fairway Oaks and Chaparral projects combined to the Finance Committee meeting.

7. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering, totaling \$4,066.25.

Motion: made by Director Johnson to approve the invoices for Sunrise Engineering, second by Director Kautz.

*Unanimous Approval

8. Discussion and possible action to approve authorized signatures for the District's OneAZ bank account.

Motion: made by Director Meiner to approve David Sheets, Gary Livermont, Jim Kautz, Jennifer Bartos and Diana King as authorized signers on the One AZ bank account, second by Director Johnson.

*Unanimous Approval

9. Discussion and possible action regarding a month-to-month renewal of the contract with Environmental Biomass Services for operations service.

Motion: made by Vice-Chairman Livermont to approve the contract on a month-to-month basis until a new agreement has been finalized, second by Director Kautz.

*Unanimous Approval

10. Discussion and possible action regarding acceptance of disclosures statements from Improvement District Services, Inc. and Environmental Biomass Services.

Motion: made by Director Johnson to accept the disclosures from I.D.S. and E.B.S., second by Director Meiner.

*Unanimous Approval

11. Discussion and possible action regarding acquiring the services of a rate consultant for the ERU chart modification.

Motion: made by Director Kautz to approve the proposal with FCS, second by Director Kane.

*Unanimous Approval

Jennifer was asked in request a report from FCS on what this report will entail, will they request every business type in the community and provide us with references on previous reports.

12. Discussion and possible action to reschedule the November 21st Board meeting date due to the Thanksgiving holiday.

Motion: made by Director Meiner to move the meeting to November 14, second by Director Kautz

*Unanimous Approval

Pending Issues:

13. Discussion and possible action regarding an asset inventory.

No action taken

14. Discussion and possible action regarding amendments to the District Ordinance 2016-1, to include:

- a. Appropriate type of connection for lateral lines
- b. ERU Chart and minimum charge
- c. Capacity fee to be paid prior to engineering review

No action taken

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.

No public present