

Draft
Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
October 21, 2014 - 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 – Lee Meiner, David Sheets, Dorothy Vandelinde, Joanne Johnson, Ruth Kane and Martha Nohowec present.

Also present and participating in the meeting were: Jennifer Bartos and Dakota King, Administrators, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services, Inc.; Dave Dirren and Tyson Glock, District Engineers, Sunrise Engineering, Inc.

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.
The Board asked Tyson to bring a final accounting that includes all of the change orders.
3. Discussion and possible action regarding the refund from ADOT for the Highway 179 project.
Jennifer was instructed to move forward with submitting the addendum to ADOT.
4. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services: Misc. Emails, Calls & Questions \$225.00; BOD Mtg. Attendance \$675.00; Sewer Requests \$300.00; Private Sewer Lines \$1,350.00, totaling \$2,550.
 - b) Construction Services \$1,210.00; Construction Observation \$19,646.38; Funding Assistance \$231.25; Board Meeting Attendance \$373.75; Funding Assistance \$231.25; Permit Assistance \$303.64; totaling \$21,765.02.Motion: made by Director Kane to approve the invoices totaling \$2,550, second by Director Johnson.
Unanimous Approval
Motion: made by Director Kane to approve the invoices totaling \$21,765.02, second by Director Vandelinde.
Unanimous Approval
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave reviewed the report with the Board. He said he did receive the plans on the Juniper Street project from Shephard-Wesnitzer.
6. 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 his report with the Board.

7. 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 reviewed the report with the Board.
8. The Board may vote to convene into Executive Session pursuant to A.R.S. 38-431.03.7 for discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.
The Board did not convene into Executive Session.
9. Discussion and possible action to give direction to staff regarding the above item.
No action taken
10. Consent Agenda:
 - a) Approve the meeting minutes of September 16, 2014.
 - b) Approve warrants written in September 2014.Motion: made by Vice-Chairman Sheets to approve the consent agenda, second by Director Vandelinde.
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.