

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
October 24, 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 Kathleen Goodman, 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 informed the Board that she was contacted again regarding the land donation by Raymond Zambrano. She said she will proceed with the acquisition with the District's attorney. The Board requested that on the receivables aging report there be no credits listed, only the amounts owed.

2. Consent Agenda:
 - a) Approve the meeting minutes of September 19, 2018;
 - b) Approve checks written in September 2018.

Motion: made by Director Meiner to approve Item #2a & #2b, second by Director Kautz.

*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 his report with the Board. An asset inventory was discussed but it was decided to wait for further instruction or requirements from the District's Auditor.
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 was asked to proceed with the GeoTek, Inc. proposal in the amount of \$4,000.
5. Discussion and possible action regarding the Chaparral and Fairway Oaks sewer mainline projects.
Dave Dirren presented the Board with an estimate on both projects for an approximate amount of \$673,212. It was suggested to hold an informational meeting with the property owners at VOCA in January.
Motion: made by Director Meiner to authorize Sunrise Engineering to begin design of the project, second by Vice-Chairman Livermont.
*Unanimous Approval
6. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering, totaling \$4,094.

Motion: made by Vice-Chairman Livermont to approve the Sunrise invoice, second by Director Kautz.
*Unanimous Approval

7. Discussion and possible action regarding the renewal of the contract with Environmental Biomass Services for operations service.

Motion: made by Director Johnson to approve the contract with EBS, second by Director Meiner.

*Unanimous Approval

Motion: made by Director Meiner to eliminate the 90-day cancellation clause in the contract, second by Director Johnson.

*Unanimous approval

Pending Issues:

No issues were discussed.

8. Discussion and possible action regarding an asset inventory.
9. 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

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.