

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
November 16, 2016 - 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., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301. 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 – Lee Meiner, David Sheets, Joanne Johnson, Dorothy VandeLinde, Ruth Kane and David LaFrance present. Moneesh Chatterjee present telephonically.

Pledge of Allegiance

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

1. Discussion and possible action regarding proposals from engineering firms to create an RFP for Operation Services.
Motion: made by Vice-Chairman Sheets that the Board vote to approve the RFP process, second by Director Chatterjee.
4 yes / 3 no – Johnson, VandeLinde, Kane
Motion: made by Director LaFrance to select Sunrise Engineering to create the RFP, second by Vice-Chairman Sheets.
5 yes / 2 no – Johnson, Kane
2. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include plant capacity, updates on the GIS and grease trap inspections. Mr. Dirren may attend telephonically.
The Board discussed and agreed that the Sunrise inspector should be onsite to observe the settlement and warranty issues.
3. Discussion and possible action regarding a request by Sedona Golf Resort to have the District repair and improve the appearance of Lift Station #10.
Chairman Meiner presented the Board with a list of items that need repaired. It was agreed that this project will be done in the next fiscal year budget. Jennifer requested the bids for this project be submitted by March 2107. Chairman Meiner will do more investigation and will submit more information to the Board at the next agenda.
4. Discussion and possible action regarding a possible agreement and/or easement with Sedona Golf Resort for the abandonment of Lift Station #7 project.
Director Sheets will take a set of the preliminary plans to Jeremy at SGR.
Motion: made by Director VandeLinde to approve the preliminary design and direct Dave Dirren to proceed, second by Director Johnson.
Unanimous Approval
5. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) Construction Observation - \$172.50 and \$86.25;
 - b) District Engineering Services - \$9,082.00Motion: made by Director Johnson to approve the invoices in the amount of \$9,340.75, second by Director VandeLinde.

Unanimous Approval

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 asked the Board if Sunrise should begin the design of the new reuse pumps. The Board agreed that Sunrise should proceed.
7. Discussion and possible action regarding bids from landscape contractors to keep the wastewater treatment plant property free of erosion and weeds.
Jennifer will work with Dave Dirren to find an erosion control contractor

Director Chatterjee left the meeting at this time.
8. Discussion and possible action to approve a proposal by Loren Cunningham, CPA, PLLC, to perform the Fiscal Year 2015-2016 annual audit, for \$18,000.00 plus expenses.
Motion: made by Director Johnson to approve Loren Cunningham to perform the FY 2015-2016 audit, second by Director Kane.
Unanimous Approval
9. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, direction to the Clerk for future agenda items and other administrative issues to include:
 - a) District financials;
 - b) Possible formation of a 2-person finance committee;
Finance committee would look at the monthly financials, work on the budgets, look into new revenue, work with the auditor.
 - c) Possible formation of a Board Ethics committee.
This committee would consider behavior, meeting attendance and code of conduct policies and create a book of duties.
10. Consent Agenda:
 - a) Approve the meeting minutes of October 19, 2016;
 - b) Approve checks written in October 2016;
 - c) Approve reconciliation report. All Board Members should receive the reconciliation report.Motion: made by Director Kane 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.