

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

December 16, 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, Ruth Kane, Dorothy VandeLinde, Joanne Johnson and Martha Nohowec present. David Sheets absent.

Also present and participating in the meeting were: Jennifer Bartos, Dakota King, Karen Davis, Debra Huckins and Diana King of Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services, Inc.; Dave Dirren and Tyson Glock, District Engineers, Sunrise Engineering, Inc.; Chris Kramer and Laura Curry, Attorneys, Dickenson-Wright; Loren and Joyce Cunningham, C.P.A.

### Pledge of Allegiance

2. Discussion and possible action regarding amendments to the construction contract with MGC.  
Tyson reviewed change order #15, relocation RS line \$10,610.00; #14, additional walkway supports \$19,810.00; #16, modify valve for RAS \$6,730.00; #14, relocate north stairs and landing \$11,247.00; totaling \$48,397.  
Motion: made by Director VandeLinde to approve the change orders in the amount of \$48,397.00, second by Director Kane.  
Unanimous Approval
3. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.  
Tyson will increase the AZNPDES to 700,000gpd.
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.  
Dave reviewed the report with the Board.
5. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services: Misc. \$262.50; Board Meeting Attendance \$675.00; Sewer Connection Requests \$1,012.50; Grease Trap Reviews \$187.50; Annexation Requests \$882.50; Private Sewer Ownership Transfers \$375.00; Fairway Oaks Sewer Extension \$262.50; total invoice \$3,657.50.  
Motion: made by Director Kane to approve the invoices in the amount of \$3,657.50, second by Director Johnson.  
Unanimous Approval
  - b) Construction Services \$230.00; Construction Observation \$23,014.58; Board Meeting Attendance \$690.00; Funding Assistance \$521.25; Permitting Assistance \$752.80, Surveying \$496.00, total invoice \$25,704.63.  
Motion: made by Director Johnson to approve the invoices in the amount of \$25,704.63, second by Director Kane.  
Unanimous Approval
6. Discussion and possible action to review and approve the audit report for June 2013.  
Loren Cunningham corrected the agenda item – should be June 2014. He presented the Board with the audit report.  
Motion: made by Director Kane to approve the audit, second by Director VandeLinde.  
Unanimous Approval
7. 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.
8. 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 and said the next agenda will have an item regarding account delinquencies.

9. 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.
10. Discussion and possible action to give direction to staff regarding the above item.  
No action taken.
11. Consent Agenda:
  - a) Approve the meeting minutes of November 18, 2014.
  - b) Approve warrants written in November 2014.

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.

No public comment.