

Draft  
Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
December 17, 2013 - 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 – Ruth Kane, Lee Meiner, Dorothy VandLinde, Joanne Johnson, David Sheets and Martha Nohowec present.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, and Deb Huckins, Improvement District Services, Inc.; Brad and Courtney Bowers, Environmental Biomass Services; Tom Pender, Pender Engineering, District Engineer; Dave Dirren and Tyson Glock, Sunrise Engineering

Pledge of Allegiance

2. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.  
Tyson said that when the original schedule for construction was created, the project time was going to be six months and now they anticipate eight to ten months. Tyson will include a completion time for the project of nine months.
3. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Final Design Services \$2,648.00; Permitting Assistance \$4,652.50; Reimbursable Expenses \$282.00, totaling \$7,582.76.  
Motion: made by Vice-Chairman Meiner to approve the invoices in the amount of \$7,582.76, second by Director Nohowec.  
Unanimous Approval
4. Presentation of the Engineer's Report by Tom Pender of Pender Engineering to include:
  - a) Discussion and possible action regarding bids for riprap repair at 10 Alta Vista: Tiffany Construction \$11,845.00; Arizona Northern Equipment \$13,383.50; MGC Contractors, Inc. \$19,040.
  - b) Discussion and possible action regarding bids for sewer mainline repair on Tonto: Northern Arizona Equipment \$13,309.55; Tiffany Construction \$13,881.62; MGC \$30,544.00.Tom said the Alta project will be done in January and the Tonto repair is already done.
5. 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.

6. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.  
The staff report was reviewed.
  
7. Discussion and possible action to elect a Chairperson and Vice-Chair, if applicable, for 2014.  
Chairperson Kane said she has been the Chair for sixteen years and now wishes to sit as a Director.  
Motion: made by Director Johnson to nominate Lee Meiner for Chairman, second by Director Vandelinde.  
Unanimous Approval  
Motion: made by Director Johnson to nominate David Sheets as Vice-Chair, second by Vice-Chairman Sheets.  
Unanimous Approval
  
8. Consent Agenda:
  - a) Approve meeting minutes of November 19 and December 3, 2013.
  - b) Approve warrants written in November 2013.Motion: made by Vice-Chairman Meiner to approve the consent agenda, second by Director Sheets.  
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.