

Draft
Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
July 18, 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, Ruth Kane, Lee Meiner present. Moneesh Chatterjee absent.

Pledge of Allegiance

Also present and participating in the meeting: Jennifer Bartos, District Clerk, Diana King and Kathryn Farley, Improvement District Services, Inc.; Dave Dirren, Sunrise Engineering.

1. Discussion and possible action to appoint Jim Kautz to the open position on the Board of Directors.
Motion: made by Director Meiner to appoint Jim Kautz to the BOD, second by Director Livermont.
Unanimous Approval
2. 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 and Diana reviewed the report.
3. Consent Agenda:
 - a) Approve the meeting minutes of June 20, 2018;
 - b) Approve checks written in June 2018;Motion: made by Director Johnson to approve the consent agenda, second by Director Kane.
Unanimous Approval
4. 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.
5. 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 reviewed the report with the Board.
6. Discussion and possible action regarding the purchase of an odor logger for lift station #8.
Dave said the unit will cost should be approximately \$2,500.
Motion: made by Director Kane to purchase the odor logger for an amount not to exceed \$2,500, second by Director Livermont.
Unanimous Approval
7. Discussion and possible action regarding the Chaparral and Sugar Loaf sewer mainline project to include a possible amendment to the District Ordinance 2016-1.
The Board reviewed the verbiage from Dave and have requested that he clarify the wording to include "legal access to a sewer mainline."
No action taken.

8. Discussion and possible action to approve invoices in the amount \$1,200.00 from Sunrise Engineering for District Engineering & GIS Project Services.
Motion: made by Director Kane to approve the invoice in the amount of \$1,200, second by Director Johnson.
Unanimous Approval
9. Discussion and possible action regarding a request from Patel to place a parking lot on the District's parcel #405-33-479 and discussion regarding available capacity for parcel #405-33-479G.
Jennifer told the Board that she has researched the history of the lot and the easement. She said when the County agreed to waive the capacity fees for that lot it was zoned residential RCU. She said it should be considered that the capacity issued would have been for the zoning at that time.
No action taken
10. Discussion and possible action regarding sewer service to parcels #405-33-557, 557A, 557B, 557F, 557J and 557K; and a possible refund of the capacity fee to parcel #405-33-557A.
Motion: made by Director Meiner to agree that the District contribute up to \$25,000 for the additional cost of construction of a low pressure sewer mainline and manhole to the above parcels and because the capacity fee runs with the land the capacity fee will not be refunded, second by Director Kane.
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.