

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

August 15, 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 - Pledge of Allegiance

David Sheets, Gary Livermont, Ruth Kane, Joanne Johnson, Lee Meiner and Jim Kautz present.  
Moneesh Chatterjee absent.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk and Kathryn Farley, Improvement District Services, Inc.; Dave Dirren, Sunrise Engineering; Brad Bowers, Environmental Biomass Services, LLC.

\*Unanimous Approval indicates a unanimous action by all Board Members present.

1. Discussion and possible action to elect a Vice-Chairman.  
Director Johnson nominated Gary Livermont for Vice-Chairman. Director Kautz nominated Lee Meiner for Vice-Chairman.  
Votes:  
Director Johnson voted for Livermont  
Director Kane voted for Livermont  
Director Kautz voted for Meiner  
Director Meiner voted for Livermont  
Director Livermont voted for Livermont  
Motion: made by Director Kautz to appoint Gary Livermont as Vice-Chairman, second by Director Kane  
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.  
Chairman Sheets requested that all future staff reports include an aging report for customer accounts. Jennifer was requested to provide the Board an overview of the open meeting laws at the next meeting. The meeting in October will be postponed to October 24<sup>th</sup>.
3. Consent Agenda:
  - a) Approve the meeting minutes of July 18, 2018;  
Motion: made by Director Meiner to approve the minutes, second by Director Johnson  
Unanimous Approval
  - b) Approve checks written in July 2018  
Motion: made by Director Meiner to approve the checks, second by Director Johnson.  
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.  
Brad reviewed the report with the Board. He suggested surge protectors for lift station 8, lift station 10 and the flow equalization lift station.
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.  
Director Livermont asked if the District provides engineering services to properties that have not paid the capacity fee. Jennifer suggested an Ordinance amendment to require the capacity fee be paid in full prior to any engineering review.
6. Discussion and possible action regarding the design of the Chaparral and Sugar Loaf sewer mainline project

This issue will be discussed in the next Finance Committee meeting.

7. Discussion and possible action regarding amendments to the District Ordinance 2016-1, to include:
  - a. Mandatory connection  
Motion: Director Kautz to adopt the wording as modified, second by Director Johnson.  
Unanimous Approval
  - b. Appropriate type of connection for lateral lines  
Dave and Brad will create the verbiage for the next meeting
  - c. ERU Chart and minimum Charge  
Jennifer and Dave will research rate consultants.
8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering, totaling \$1,430.75.  
Motion: made by Director Johnson to approve the invoice, second by Director Kautz.  
Unanimous Approval
9. Discussion and possible action to ratify the agreement made in the June 4, 1992 letter from Brandice Young, Yavapai County Special Districts to John D. Miller granting capacity for two residential units for parcel #405-33-479G in exchange for a sewer mainline easement.  
Jennifer was instructed to have the attorney write a letter to the Patels containing the Board's decision.  
Motion: made by Director Kautz to ratify the agreement made in the June 4, 1992, letter to grant two ERU's for parcel 405-33-479G, second by Director Meiner.  
Unanimous Approval
10. Discussion and possible action regarding a request for a refund of the capacity fees paid on parcel #405-33-557A.  
Motion: made by Director Johnson to approve the refund of capacity fees minus the expenses incurred by the District for engineering services, second by Director Kautz.  
Unanimous Approval
11. Discussion and possible action regarding a request from Peter Langstrand for relief of a sewer mainline requirement or permission to install septic tanks on parcels 405-56-049 and 405-56-048.  
Motion: made by Director Livermont to approve a 1-6" line to serve both lots, built to the District standards, including as-built drawings and an easement granted to the District, second by Director Kane.  
Unanimous Approval
12. Discussion and possible action regarding the location of the sewer mainline located on parcels 405-41-077L and 405-41-077M.  
No action taken.

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.