

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

January 15, 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, Woody Ano, Joanne Johnson, David Sheets, Martha Nohowec, Lee Meiner, Dorothy Vandelinde

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Brad 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 to appoint a Chair and Vice-Chair for 2013.
Motion: made by Director Johnson to nominate Ruth Kane, second by Director Meiner.
Unanimous Approval

Motion: made by Director Meiner to nominate Woody Ano, second by Director Johnson.
Unanimous Approval
3. Discussion and possible action regarding an update on the progress of the 2012 Treatment Plant Modification Design and WIFA loan payments.
Tyson said the 90% plans are being reviewed. Tom Pender said he would like to have some contractors review the 90% plans for any changes prior to the 100% completion.
4. Discussion and possible action to approve an invoice from Jan Sell in the amount of \$11,289.00 for updated appraisals in August.
Jennifer said she has not received any back up or explanation of what this bill is for. Vice-Chairman Ano confirmed that the bill will not be paid until justification is received and approved by the Board.
5. Discussion and possible action regarding an update for pre-qualification of contractors for the treatment plant modification project.
Dave Dirren suggested that Sunrise do the construction staking. Dave was asked to bring a proposal for the additional work.
6. Presentation of the Engineer's Report by Tom Pender of Pender Engineering, regarding updates on the Perpetual System Maintenance Projects and the status of current projects.
Tom reviewed his report with the Board.
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.
Brad reviewed his report with the Board.
8. Discussion and possible action regarding quotes for upgrading the pumps in Liftstation #7.
Brad said he has some tentative prices but has not received final costs. He feels the cost may be more than \$28,000.

9. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Funding Assistance \$36.25 and Final Design Services through November 2012 in the amount of \$23,854.70 and through December \$24,656.40 – totaling \$48,547.35.
Motion: made by Director Sheets to approve the invoices for a total amount of \$48,547.35, second by Director Meiner.
Unanimous Approval
10. 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.
Discussion and consultation with the District's attorney for legal advice and to consider the District's position and instruct its attorney regarding pending or contemplated litigation: BPDWWID v. Gilgoff et. al., CV201280328; BPWWID v. Gilgoff, et al., CV201280329; BPWWID v. Gilgoff, et al., CV201280330; BPWWID v. Camino del Diamante, et al., CV201280331; BPWWID v. Easterday, et al., CV201280332. A.R.S. §38-431.03(A)(3) & (4).

During an executive session the public will be asked to leave the meeting room
No Executive Session was held
11. Discussion and possible action to approve an invoice in the amount of \$2,587.12, from Improvement District Services, Inc. for hours spent on the WIFA Loan from October 2012 to December 2012.
Motion: made by Vice-Chairman Ano to approve the invoice in the amount of \$2,587.12, second by Director Sheets.
Unanimous Approval
12. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities and direction to the Clerk for future agenda items.
The staff report was reviewed with the Board.
13. Consent Agenda:
a) Approve meeting minutes of November 20, 2012.
b) Approve warrants written in November and December 2012.
Motion: made by Vice-Chairman Ano to approve the consent agenda, second by Director Meiner.
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.