

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

January 18, 2017 - 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., 1965 Commerce Center Circle, Suite A, Prescott, AZ 86301. 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 – Lee Meiner, David Sheets, Moneesh Chatterjee, David LaFrance, Joanne Johnson, Ruth Kane, Dorothy VandelInde.

Pledge of Allegiance

Also present and participating in the meeting: Jennifer Bartos, District Clerk, Improvement District Services, Inc.; Diana King and Dakota King, Administrators, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering.

1. Discussion and possible action to elect a chairman for the new year.
The new positions of Chair and Vice-Chair will be effective on March 1st.
Motion: made by Chairman Meiner to nominate David Sheets as Chair, second by Director LaFrance.
Unanimous Approval
Motion: made by Director Chatterjee to nominate David LaFrance as Vice-Chair, second by Chairman Meiner.
4 votes yes
3 votes no – Kane, Johnson and VandelInde
2. Discussion and possible action to approve starting Phase 3 of the GIS project, and an update presentation on the GIS project by Jarom Hlebasko via Go-To-Meeting.
Jarom reviewed some of the information contained in the GIS. Director Chatterjee asked how the District is protected in maintaining the information. Director LaFrance asked what the anticipated cost will be for future maintenance. Jarom said the basic maintenance costs are \$5,000 to \$10,000 per year. He said there is also an annual renewal for the license at \$1,875 per year.
3. Discussion and possible action regarding deadlines and timely submittals of agenda items.
Jennifer explained the problem with last minute agenda items and submittals. She provided the Board and staff the list of deadlines.
4. Discussion and possible action regarding the RFP for Operation Services by Sunrise Engineering.
Dave will have the finalized document sent to the Board in advance of the next meeting.
5. Discussion and possible action regarding the Administrative Services Staff Report from Improvement District Services, Inc. regarding staff activities, District financials, direction to the Clerk for future agenda items and other administrative issues.
Jennifer and Diana reviewed the report with the Board.
6. Consent Agenda:
 - a) Approve the meeting minutes of December 14, 2016 & January 6, 2017;
 - b) Approve checks written in December 2016;
 - c) Approve reconciliation report.Motion: made by Director Kane to approve the consent agenda, second by Director Sheets.
Unanimous Approval
7. Discussion and possible action regarding proposals from MGC for rip-rap at the treatment plant site, including MGC Option 1 in the amount of \$12,725.00, MGC Option 2 in the amount of \$9,333.00, and MGC Option 3 in the amount of \$8,628.00.
Dave Dirren said that the first two options no longer apply so they are requesting the Board's consider for option 3 only. Dave recommends that the Board not approve these proposals and allow new proposals to be brought back to the Board.

8. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include plant capacity, updates on the GIS and grease trap inspections.
Dave reviewed his report with the Board.
9. Discussion and possible action regarding a proposal to modify a reuse lift station.
No action taken – this item will be considered in the FY 17/18 Budget.
10. Discussion and possible action regarding a request to have Dave Dirren attend meetings in person.
Motion: made by Director Johnson to request Dave Dirren attend the meetings, second by Vice-Chair Sheets.
Unanimous Approval
11. Discussion and possible action regarding an update on the status of the removal of lift station #7 including start date from Dave Dirren.
Dave gave the Board an update on the project
12. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering & GIS Project Services - \$19,662.90
 - b) Construction Observation from Tyson Glock - \$ 3,144.17Motion: made by Director Sheets to approve item a, in the amount of \$19,662.90, second by Director Johnson.
Unanimous Approval
Motion: made by Director Johnson to approve item b, in the amount of \$3,144.17. second by Director Vandelinde.
Unanimous Approval
13. 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 said there are some issues with the headworks. He said he is getting a cost to replace the auger.
14. Discussion and possible action regarding refurbishment of lift station #10.
Item tabled
15. Discussion and possible action to establish a Board Ethics committee.
Item tabled. Change name to District Policies

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.