

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
January 19, 2016 - 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.*

1. Call to Order – Lee Meiner, Dorothy VandeLinde, Ruth Kane, Joanne Johnson, Moneesh Chatterjee present.  
David Sheets absent.

Pledge of Allegiance

Also present and participating in the meeting: Jennifer Bartos and Diana King, Administrators, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass; Dave Dirren and Tyson Glock, Sunrise Engineering; Chris Kramer and Laura Curry, Attorneys, Gust Rosenfeld.

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project. Tyson said the District has received the ADEQ approval of construction. He said MGC is continuing to work on the punch list. He said the three change orders approved at the last meeting are complete. Tyson said there are some issues with the sand filter programming. Chairman Meiner asked what the timeline is to finalize this item. Tyson responded that he was not sure. Jennifer asked if they Board would like to have a dedication ceremony when the plant is finished. It was agreed to consider that once the plant is done.
3. Discussion and possible action regarding an amendment to the GIS contract for collection of GPS information on all manholes within the District.  
Motion: made by Director Johnson to approve the change order in the amount of \$19,990.00, second by Director Kane.  
Unanimous Approval
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering. Barb Gordon, 649 Deer Pass Drive, wanted to know if the Whittman easement is the same as discussed with VOCA.  
No action taken
5. Discussion and possible action regarding the Juniper Street pressure sewer upgrade cost from 1.5", as designed by Brad Kraft & Morgan Stine for 5 lots, to 2" to allow for all lots on Juniper Street to connect. Additional cost is approximately \$10,959.  
Dave Dirren said the developer has requested a payback for future connections. It was agreed that the District will not/cannot agree to a payback for the developer. However, they will agree to cover the additional cost to increase the size of the line to accommodate more sewer customers. Jennifer said the Board could consider adopting additional fees for FY 16/17 that would apply to the affected parcels so the District could recover this expense.  
Motion: made by Director VandeLinde to accept the additional cost not to exceed \$11,000.00, second by Johnson.  
Unanimous Approval
6. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services \$450.00, Sewer Connection Requests \$187.50, Grease Trap Reviews \$75.00, Private Sewer Transfers \$795.00, 179 Sewer Extension \$795.00, GIS Phase I \$670.00, Produce

Wall Maps \$298.00, Project Management & QC \$250.00, Contingency \$317.00 - Total invoice \$3,837.50.

- b) Construction Administration \$57.50, Construction Observation \$685.10, Board Meeting \$115.00, Funding Assistance \$217.50, Permit Assistance \$57.50, Filter \$6,403.50 - Total invoice \$7,536.10. Motion: made by Director Kane to approve the invoices in the amounts of \$3,837.50 and \$7,536.10, second by Director VandeLinde. Unanimous Approval

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; updates on the Perpetual System Maintenance Projects. Brad reviewed the report with the Board.
8. Discussion and possible action to renew and amend the operations contract with Environmental Biomass Services. Brad proposed a 4% increase until July and then an increase of 5%. Motion: made by Director Johnson to renew the current contract with a 4% increase and revisit the contract prior to the budget session, second by Director Kane. Unanimous Approval
9. Discussion and possible action regarding grease trap inspections and requirements. Dave said he will have the inspection plan done by the next meeting.
10. Discussion and possible action regarding repair or replacement of the reuse pumps. Motion: made by Director Johnson to repair the old pump, second by Director Kane. Unanimous Approval
11. Discussion and possible action regarding a project to abandon or upgrade Lift Station #7. Table item to next meeting. Motion: made by Director Johnson to move to item #14, second by Director VandeLinde. Unanimous Approval  
  
Motion: made by Director Chatterjee to convene into executive session, second by Director Kane Unanimous Approval
12. 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.
13. Discussion and possible action to give direction to staff regarding the above item.
14. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.
15. Consent Agenda:
  - a) Approve the meeting minutes of November 17 and December 15, 2015;
  - b) Approve warrants written in November and December 2015.

Motion: made by Director Kane to approve the consent agenda, second by Director Johnson, 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.

Barbara Gordon asked about the mandatory connection. She also asked about a new map.