

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

January 20, 2015 - 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. 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, David Sheets, Joanne Johnson, Ruth Kane and Dorothy Vandelinde present. Martha Nohowec absent.

Also present and participating in the meeting were: Jennifer Bartos, Improvement District Services, Inc.; Dave Dirren and Tyson Glock, Sunrise Engineering, Inc.; Brad Bowers, Environmental Biomass Services, Inc.; Robert Kozak, District's Attorney.

Pledge of Allegiance

2. Discussion and possible action to elect a Chairman and Vice-Chairman for 2015.
Motion: made by Director Johnson to nominate Lee Meiner for Chairman and David Sheets for Vice-Chairman, second by Director Vandelinde.
Unanimous Approval
3. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.
Tyson said that the American Public Water Association wants to do an article on the WWTP project. He is updating the AZNPDES to 700,000 gpd. He said January 1st he was notified that the new BNR basin and clarifier is leaking. He said the liner has been repaired but they are still working on the best solution to get them fixed. Tyson said that at this point the firm that would be installing a sealer, would offer a seven year warranty. He said MGC is anticipating a possible three week delay in construction. Jennifer was asked to place this item on the next agenda – Allow a three week delay in construction for MGC.
4. Discussion and possible action regarding options for a new filter for the wastewater treatment plant.
Tyson told the Board the positive effects of adding the new filter now. Tyson is instructed to move forward with finding options for a new filter.
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave reviewed the report with the Board.
6. Discussion and possible action regarding the request for easement from VOCA for sewer mainline construction.
Dave told the Board that he met with the VOCA board and the public regarding this easement. Jennifer suggested that the District not spend any more money on this request until an answer is received from VOCA.
7. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services: Misc. \$37.50; Board Meeting Attendance \$675.00; Sewer Connection Requests \$150.00; Private Sewer Ownership Transfers \$300.00; Fairway Oaks Sewer Extension \$1,306.25; Total invoice \$2,468.75.
Motion: made by Vice-Chairman Sheets to approve the invoices in the amount of \$2,468.75, second by Director Kane.
Unanimous Approval
 - b) Construction Services \$532.50; Construction Observation \$17,490.69; Post Construction \$115.00; Board Meeting Attendance \$690.00; Funding Assistance \$1,608.75; Permitting Assistance \$575.00; Audit & Lawyer Response \$287.50; Reproduction \$127.50 - Total invoice \$21,426.94.
Motion: made by Vice-Chairman Sheets to approve the invoices in the amount of \$2,468.75, second by Director Kane.
Unanimous Approval
8. 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 said that the blockage at 95 Rainbow Rock occurred due to a root that was not taken care of early because ADOT has delayed the right-of-way permit.

9. Discussion and possible action regarding delinquent account collection and disconnection.
Jennifer Bartos and Bob Kozak reviewed the proposed policies with the Board. It was suggested that on all new construction an Elder valve should be required.
10. 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.
Jennifer reviewed the report with the Board.
11. Consent Agenda:
 - a) Approve the meeting minutes of December 16, 2014.
 - b) Approve warrants written in December 2014.Motion: made by Director VandelLinde to approve the consent agenda, second by Vice-Chairman Sheets.
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.

Woody Ano asked how connection would be made under the easement.

Elaine Brown requested an item be placed on the agenda regarding mandatory connections.