

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

January 21, 2014 - 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 – Lee Meiner, David Sheets, Dorothy VandeLinde, Ruth Kane and Joanne Johnson present. Martha Nohowec absent.

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, Sunrise Engineering

Pledge of Allegiance

2. Discussion and possible action regarding a request from Marla West for 6 ERU's of capacity for parcel #405-27-301 in Bell Rock Plaza.
Karen told the Board that the account was brought current last week. She told Steve Buysse that a proper grease trap would need to be installed and inspected.
Motion: made by Director VandeLinde to approve the 6 ERU's, after the requirements have been met, second Director Kane.
Unanimous Approval
3. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Dave Dirren told the Board that the County is requiring a small retention basin. The bid opening is February 6th, at noon at the I.D.S. office. Dave said that the ADEQ has given verbal approval and we are waiting for the written permit.
4. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Final Design Services \$3,678.48; Permitting Assistance \$2,985.75; Reimbursable Expenses \$58.65; Construction Administration \$1,876.00, totaling \$8,598.88.
Motion: made by Director Johnson to approve the invoices in the amount of \$8,598.88, second by Vice-Chairman Sheets.
Unanimous Approval
5. Presentation of the Engineer's Report by Tom Pender of Pender Engineering. Discussion and possible action to approve invoices from Pender Engineering for AZNPDES \$450.00, Construction Administration \$2,925.00, Tonto Sewer Line \$825.00, 10 Alta Vista \$900.00, totaling \$5,100.
Tom said the Tonto and Alta Vista repair work is done. He said the Northern Arizona Equipment work came in under budget. Tom said the work was done well and the landscaping was repaired in good order. He said that the Sedona Villas phase II have been installing sewer lines. Vice-Chairman Sheets asked Tom about his charges for plan review. Tom said those charges were for reviewing the construction plans for the treatment plant modification. He said they appear to be a good set of plans.
Motion: made by Director Johnson to approve the invoices totaling \$5,100, second by Vice-Chairman Sheets.
Unanimous Approval

6. 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 that overall the flows have dropped a bit.

Motion: made by Director VandeLinde to convene into Executive Session, second by Director Johnson.
Unanimous Approval

7. 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: BPWWID v. Easterday, et al., CV201280332. A.R.S. §38-431.03(A)(3) & (4).

Motion: made by Director VandeLinde to convene back into regular session, second by Vice-Chairman Sheets.

Unanimous Approval

8. Discussion and possible action to give direction to staff and the District's Attorney for the above item.
9. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.
The report was reviewed with the Board.

10. Consent Agenda:

- a) Approve the meeting minutes of December 17, 2013.

Motion: made by Vice-Chairman Sheets to approve the minutes of December 17, 2013, second by Director VandeLinde.

Unanimous Approval

- b) Approve warrants written in December 2013.

Motion: made by Vice-Chairman Sheets to approve the warrants written in December 2013, second by Director VandeLinde.

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.