

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
February 17, 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 – David Sheets, Joanne Johnson, Ruth Kane, Martha Nohowec, Dorothy VandLinde, and Lee Meiner present.

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 Biomas; Tyson Glock and Dave Dirren, Sunrise Engineering; Elaine Brown, Wendy Fisher, and Barb Gordon, VOC residents.

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project and consideration of a three week delay in the construction schedule.
Tyson said there were still issues with the liner leak. He said the liner is leaking due to the installation and not the liner. He said the project construction schedule is now behind 6 to 8 weeks. He will wait and see what MGC and the liner company offer for time delay and warranty.
No action taken.

Motion: made by Director VandLinde to move to item #9, second by Director Johnson.
Unanimous Approval

3. Discussion and possible action regarding design and acquisition of a new filter for the wastewater treatment plant.
Tyson and Brad reviewed the filter options presented. Tyson estimates the filter construction could start in about 5 months. Director Johnson asked about funds to cover the cost. Jennifer responded that there is money available in the WIFA loan and the District has been budgeting for the filter over the years so there is also some money available in that fund.

Motion: made by Vice-Chairman Sheets approve the DynaSand Filter and authorize Sunrise Engineering to proceed with the project, second by Director Nohowec.
Unanimous Approval

4. Discussion and possible action regarding a proposal to sand and paint the maintenance building.
Tyson presented the Board with different bids for painting the maintenance/blower building and supervising the project. Brad said the building is now 20 years old and is need of painting. It was recognized that going direct with Optco is the least expensive option. Tyson said that the Sunrise inspector, Doug Edgar, working on the District's treatment plant expansion project would be willing to supervise the painting project.

Motion: made by Director Johnson to authorize Optco to paint the blower building for the amount of \$4,675.00, plus tax and request that Doug Edgar represent the District, second by Vice-Chairman Sheets.
Unanimous Approval

5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave Dirren reviewed the report with the Board. He said that he talked to Aaron Sheehan and he was unsure if an easement across private property was acquired for the Juniper Street sewer line construction. Dave said he make an inquiry with a title company and found nothing in the initial search. He said further title company research will cost about \$500, or he can just contact the current owner and obtain the

easement. The Board requested that Dave proceed with acquiring an easement from parcel #405-33-478 for the existing sewer line on Juniper Street.

Dave said he has not received any further information on VOCA's decision about the sewer easement for the lot along the golf course in Fairway Oaks. Jennifer said that a sewer project has the opportunity for a savings in operations with additional customers. She said, because the easement could provide a major access point to an unsewered area it is reasonable for the Board to spend some money to investigate such. It was agreed that the engineers have exhausted reasonable effort and no further work should be put forth until a commitment has been made by the property owner and/or VOCA. Chairman Meiner said VOCA will consider a decision at the next meeting. Dave Dirren said he will wait for a decision before proceeding with any more work on that issue.

Dave said he is working on updating the sewer lines on the District's map. This new map should include any newly acquired private lines. Dave was asked to print two additional District maps.

6. Discussion and possible action regarding the request for easement on VOCA property for sewer mainline construction.
No discussion and no action (see item #5).
7. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services: Miscellaneous Calls & Questions \$262.50, Board Meeting \$712.50, Grease Trap Reviews \$225.00, Private Sewer Transfers \$150.00, VOCA/Fairway Oaks Sewer Extension \$2,100.00, Printing/Copies \$44.50, Total invoice \$3,494.50.
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$3,494.50, second by Director VandLinde.
Unanimous Approval
 - b) Invoice #1 - Construction Services \$148.75, Construction Observation \$21,624.27, Post Construction Services \$316.25, Board Meeting Attendance \$575.00, Funding Assistance \$942.50, Final Design/AZPDES capacity change \$632.50, Reproduction Costs \$67.31, Total invoice \$24,306.58.
Invoice #2 – Prelim Filter Selection \$2,156.00.
Vice-Chairman Sheets asked about the funding assistance. Tyson Glock said it is for the WIFA fund payroll interviews required by Davis-Bacon.
Motion: made by Vice-Chairman Sheets to approve the invoices in the amount of \$24,306.58 and \$2,156.00, 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 no reuse was sent to VOCA in January due to pump issues, weather and construction use. Brad said that liftstation #10 is need of an overhaul, as it is now 15 years old. He will put together some pricing on the required work.
9. Discussion regarding the mandatory connection policy contained in the District Ordinance.
Jennifer Bartos explained to the Board that even though there is not a sewer expansion project planned, there are a few property owners in unsewered areas that are concerned if a sewer line is ever built they will be forced to abandon a functioning septic system. Jennifer said that modifying the mandatory connection policy with language that allows for a functioning septic to continue may put the District in a position for compliance of septic systems, which is not the District's purpose. Brad Bowers suggested language in the mandatory connection policy that in a case where a sewer line is constructed after a property is developed which has an on-site wastewater system, then the District would not require the property to immediately abandon that system and connect to the sewer line. But if that property needs to acquire a sewer permit from the County, whether it be for new construction, repair to a failing system, or replacement of an on-site system, then the District would require that property connect to the sewer system if it is within 100 feet of a sewer line. Director Johnson asked what will happen if an assessment district is formed. Chairman Meiner confirmed that an assessment district requires a minimum of 51% of the property owner's approval to be formed. He said the District Ordinance contains an option for relief of an Ordinance requirement and that future connection requirements could be considered on a case by case basis if an assessment district is formed. Jennifer Bartos clarified that whether or not a property connects to the sewer system during an assessment project, that property must pay the assessment, as it is a lien on the property. Chairman Johnson asked if monthly fees would be charged to unconnected properties. Jennifer said the District has

the authority to charge an availability fee, but has not done so to date. She said the formation of an assessment district is so involved that it is unlikely for such to proceed without all property owners being informed. But at this time, there is no petition circulating, and no commitments for a sewer project. Public Comment: Elaine Brown and Barbara Gordon asked about the mandatory connection policy and how it would affect properties with septic systems. Wendy Fisher said annual septic permits are required in San Diego. Jennifer was asked to include Brad Bower's language for consideration as a possible Ordinance amendment. Dave Dirren will review the Ordinance for other changes that may be considered during the amendment.

10. Discussion and possible action regarding renewal of the Water Reuse Agreement with VOCA. Jennifer Bartos was asked to contact Gwen Hannah, Chairman of VOCA, regarding renewal of the contract.
11. 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. It was decided that meetings will be at 10:00 a.m. in the future. Delinquencies were discussed.
12. Consent Agenda:
 - a) Approve the meeting minutes of January 20, 2015.
 - b) Approve warrants written in January 2015.Motion: made by Director Kane to approve the consent agenda, 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. No public present.