

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

February 18, 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 – David Sheets, Joanne Johnson, Ruth Kane, Martha Nohowec, and Dorothy Vandelinde present. Lee Miner 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; Tyson Glock, Sunrise Engineering

Pledge of Allegiance

2. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Tyson covered the events of the bid processes. Next meeting will be March 13th, 9:30 a.m., at the treatment plant.
3. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Construction Administration \$4,690.00, Permitting Assistance \$5,400.50 and Pump Selection Assistance \$546.25, totaling \$10,636.75.
Motion: made by Director Vandelinde to approve the invoices in the amount of \$10,636.75, second by Director Johnson.
Unanimous Approval
4. Presentation of the Engineer's Report by Tom Pender of Pender Engineering. Discussion and possible action to approve an invoice from Pender Engineering for staking the easement at 10 Alta Vista, in the amount of \$905.
Motion: made by Director Johnson to approve the invoice, second by Director Kane.
Unanimous Approval
5. 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 they have not sent much reuse water to the golf course.
6. 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.
Jennifer and Karen reviewed the report with the Board.
7. Consent Agenda:
 - a) Approve the meeting minutes of January 21, 2014.
 - b) Approve warrants written in January 2014.Correction in 1/21/14 minutes, item #5 – Motion was made by Director Johnson and second by Vice-Chairman Sheets
Motion: made by Director Johnson to approve the consent agenda, second by Director Kane
Unanimous Approval

Public Comment Period. No public present.