

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
February 19, 2013 - 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 – Ruth Kane, Woody Ano, Dorothy VandeLinde, Lee Meiner, Joanne Johnson and Martha Nohowec present. David Sheets 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; Dave Dirren and Tyson Glock, Sunrise Engineering

Pledge of Allegiance

2. Discussion and possible action regarding the utility bill for the Outlet Mall.
Doug Fielding did not attend the meeting. Karen recommended maintaining the current method of billing the Outlet Mall.
No action taken.
3. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Design.
Tyson said the construction was anticipated to be a 6 month project, but they now believe it will take 7 to 9 months to complete the project.
No action taken.
4. Discussion and possible action regarding an update for pre-qualification of contractors for the treatment plant modification project.
Tom Pender was absent from this meeting
5. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Final Design Services \$42,223.70 and Property Purchase \$1,203.75, total amount \$43,427.45.
Motion: made by Director Johnson to approve the invoices in the amount of \$43,427.45, second by Director Meiner
Unanimous Approval
6. Discussion and possible action to modify the contract with Sunrise Engineering to include construction staking for the Treatment Plant Modification Project.
Sunrise presented a proposal for the construction staking in the amount of \$9,920.
Motion: made by Vice-Chairman Ano to approve the fixed fee proposal in the amount of \$9,920.00, second by Director Meiner.
Unanimous Approval
7. Presentation of the Engineer's Report by Tom Pender of Pender Engineering, regarding updates on the Perpetual System Maintenance Projects and the status of current projects.
Tom Pender was absent from this meeting

8. Discussion and possible action to approve 3 invoices from Pender Engineering for New Permit \$750.00, Moore Pressure Sewer \$817.80 and Statement of Qualifications \$400.
Motion: made by Director Johnson to approve the \$817.80 invoice and hold the remaining invoices for discussion with Tom at the next meeting, second by Director Meiner
Unanimous Approval
9. 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.
Brad reviewed his report with the Board.
10. 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: BPDWWID v. Gilgoff et. al., CV201280328; BPWWID v. Gilgoff, et al., CV201280329; BPWWID v. Gilgoff, et al., CV201280330; BPWWID v. Camino del Diamante, et al., CV201280331; BPWWID v. Easterday, et al., CV201280332. A.R.S. §38-431.03(A)(3) & (4).
During an executive session the public will be asked to leave the meeting room
11. Discussion and possible action to approve two invoices from Jan Sell of Sell and Associates, Inc., totaling \$18,062.50 for updated appraisals in August for \$9,000.00 and Litigation Support and Expert Testimony in the amount of \$9,062.50.
Jennifer said they have not received copies of the re-appraisals yet. The Board would like to speak with Chris Kramer and Jan Sell regarding the necessity of the work that was done to understand why this portion of the project is now more than 3 times the amount originally agreed upon.
No action taken.
12. Discussion and possible action regarding the WIFA Loan Status and approve WIFA Requisition(s) for Disbursement(s).
Motion: made by Director to authorize the requisition in the amount of \$217,782.90, second by Director Nohowec.
Unanimous Approval
13. 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.
14. Consent Agenda:
 - a) Approve meeting minutes of January 15, 2013.
 - b) Approve warrants written in January 2013.Motion: made by Vice-Chairman Ano 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.