

Meeting Minutes of Special Meeting

Board of Directors of the Big Park Domestic Wastewater Improvement District

March 13, 2014 - 9:30 a.m.

Big Park Wastewater Treatment Plant, 100 Hutson Lane, 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, Ruth Kane, Joanne Johnson, Martha Nohowec and Dorothy VandLinde 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; Tom Pender, Pender Engineering, District Engineer; Dave Dirren, Sunrise Engineering; Randy Gates and Todd Hansen, MGC Contractors.

Pledge of Allegiance

Motion: made by Director Johnson to move the agenda items until Sunrise arrives at the meeting, second by Director VandLinde.

Unanimous Approval

2. Discussion and possible action regarding the construction bids received for the 2012 Treatment Plant Modification Project from MGC Contractors, Janovich Companies Inc. and Arizona Northern Equipment.
Dave Dirren said the committee met and rated the contractors as MGC Contractors, ANE and Janovich. The rating were based on the qualifications, price and value engineering options. Tom Pender said that the all references were checked.
Motion: made by Director Johnson to award a contract to MGC Contractors in the amount of \$4,747,325.86, second by Director Kane.
Unanimous Approval
3. Discussion and possible action to approve invoices from Sunrise Engineering, Inc., totaling \$5,652.84.
Motion: made by Director Kane to approve the invoice in the amount of \$5,652.84, second by Director Johnson.
Unanimous Approval
4. Presentation of the Engineer's Report by Tom Pender of Pender Engineering.
Tom reviewed the staff report with the Board. Staff will get together to come up with a plan on how to take care of the grease interceptor problem.
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 staff report with the Board.

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 told the Board there are two lots that the County didn't realize they should have been on sewer, but were approved for septic systems. Karen told the Board that Famous Pizza is waiting for final County approval before paying the capacity fees. She said Tom has been working with them on the grease trap requirements.
7. Discussion and possible action regarding a request from Roland Feldmeier for overpayment on account in the amount of \$1,054.44.
Motion: made by Director Kane to refund the amount of \$1,054.44, second Director VandeLinde.
Unanimous Approval
8. Consent Agenda:
 - a) Approve the meeting minutes of February 18, 2014.
 - b) Approve warrants written in February 2014.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.