

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

March 15, 2016 - 10:00 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 – Lee Meiner, David Sheets, Dorothy Vandelinde, Ruth Kane, Moneesh Chatterjee and Joanne Johnson present.

Pledge of Allegiance

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass; Dave Dirren and Tyson Glock, Sunrise Engineering; Loren and Joyce Cunningham, Auditors; Harry Wirth, Scott and Sue Wall

Motion: made by Director Vandelinde to move to item #9, second by Vice-Chairman Sheets.  
Unanimous Approval

2. Discussion and possible action regarding approval of settlement of Yavapai County Superior Court Case No. V1300-CV2012-80331, Big Park Domestic Waste Water Improvement District v. Camino del Diamante, et al., in the amount of \$500,000.00 plus statutory interest, as total just compensation for the acquisition of property necessary to satisfy ADEQ set back regulations.  
Motion: made by Director Johnson to except the \$500,000.00 offer, second by Director Vandelinde.  
Unanimous Approval
3. Discussion and possible action to approve the FY 2014/2015 Annual Audit.  
Loren Cunningham reviewed the report with the Board.  
Motion: made by Director Johnson to approve the FY 2014/2015 Audit, second by Director Kane.  
Unanimous Approval
4. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.  
Tyson said there are still a couple of punch list items to be finished.
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include updates on the GIS and Lift Station #7 projects.  
Dave reviewed the report with the Board.
6. Discussion and possible action to proceed with Phase 2 of the GIS project.  
Motion: made by Director Kane to approve Phase 2 of the GIS contract, second by Director Johnson.  
Unanimous Approval
7. Discussion and possible action to approve easement agreements:
  - a) Barbara Wittman for 15 Chaparral Drive, Parcel #405-27-405; and
  - b) Brandon Torracco for Parcel #405-33-478, Pine Creek SubdivisionMotion: made by Vice-Chairman Sheets to approve the easements, second by Director Chatterjee.  
Unanimous Approval
8. Discussion and possible action regarding grease trap inspections and requirements.  
Dave Dirren presented the Board with some suggested Ordinance amendments.
9. Discussion and possible action regarding the use of the vacant land adjacent to the wastewater treatment plant.  
Harry Wirth told the Board that he is working with Dr. Robert Dean on the sale of his home. He said he had an idea that if a nursery was placed on the vacant land it would make a pretty buffer between Dr. Dean's home and the wastewater treatment plant. He said he talked with Scott and Sue Wall who have other commercial gardens and greenhouses. He said their main business is succulents. Scott said they have been

growers for over 30 years. He felt that it would take approximately 2 years to be in full operation. Tyson said that the ADEQ said the effluent should be drip and not aeriated. The Board requested that Dave Dirren work with Mr. Wall.

10. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services \$975.00; Private Sewer Transfers \$225.00; Easement Acquisition \$225.00; Lift Station #7 \$150.00; Grease Trap/Ordinance Requirements \$1,200.00; GIS Services Phase 1 \$3,104.50; Survey Services \$13,993.00 – Total Invoice \$19,872.50.
  - b) Construction Observation & Post Construction Services \$1,782.50; Final Design \$115.00; Construction Services \$2,484.25 – Total \$4,381.75.Motion: made by Vice-Chairman Sheets to approve the invoices, second by Director VandLinde  
Unanimous Approval
11. 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.
12. Discussion and possible action to renew and amend the operations contract with Environmental Biomass Services.  
Vice-Chairman Sheets said he is working with Brad to create a more defined contract. Once he has the draft contract completed, Jennifer was asked to arrange a special study session for the Board.
13. Discussion and possible action regarding a request by Tom and Emily Dean for credit on their sewer account #10038Q, in the amount of \$297.04.  
Motion: made by Director Johnson to deny the request, second by Director Chatterjee.  
Unanimous Approval
14. 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. A policy manual should be created to include spending limits and invoice review and approvals for engineering, operations and administrative services.
15. Consent Agenda:
  - a) Approve the meeting minutes of February 16, 2016;
  - b) Approve warrants written in February 2016.Motion: made by Vice-Chairman Sheets 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.