

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
March 17, 2015 – 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, Joanne Johnson, Ruth Kane, Dorothy VandeLinde and Martha Nohowec present.

Also present and participating in the meeting: Jennifer Bartos and Diana King, Administrators, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass; Dave Dirren, Sunrise Engineering; Chris Kramer, District's Attorney; Bill Czekai, VOCA Superintendent.

Pledge of Allegiance

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

Motion: made by Director VandeLinde to move to item #7, second by Vice-Chairman Sheets.
Unanimous Approval

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project and consideration of a delay in the construction schedule.
Dave Dirren presented the report in Tyson Glock's absence.
3. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Juniper Street line connections must have the engineer's approval.
4. Discussion and possible action regarding a new dialer system for the wastewater treatment plant.
Motion: made by Director Kane to approve the new dialer system in the amount of \$6,476.80, second by Director Nohowec.
Unanimous Approval
5. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$187.50, Board Meeting Attendance \$825.00, Grease Trap Reviews \$412.50, Private Sewer Transfers \$600.00: Total invoice \$2,025.
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$2,025, second by Director Kane.
Unanimous Approval
 - b) Preliminary Filter Selection \$28.75, Construction Observation \$18,904.15, Post Construction Services \$201.25, Board Meeting Attendance \$747.50, Funding Assistance \$666.25, Survey Materials \$10.84, Permitting Assistance \$283.94, Additional Services \$86.25, Filter Design \$8,970.00, APP Permit Amendment \$1,782.50, Total invoices \$31,681.43.
Motion: made by Director VandeLinde to approve the invoices in the amount of \$31,681.43, second by Director Kane.
Unanimous Approval
6. 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.

7. Discussion and possible action regarding renewal of the Water Reuse Agreement with VOCA. Jennifer reviewed some of the changes suggested by the VOCA Board with the Board and staff. Bill Czekai and Brad Bowers said they communicate on the need for reuse either by telephone or text messages. Jennifer will retype the contract and present it next month.
8. 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. Director Nohowec requested a delinquent account list at the next meeting.
9. 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.

Motion: made by Vice-Chairman Sheets to reconvene into the regular meeting, second by Director VandeLinde.

Unanimous Approval

10. Discussion and possible action to give direction to staff regarding the above item. Some or all of the Board Members will be present at the Prescott Courthouse on March 23rd at 4:00. Chris Kramer requested an executive session be placed on that meeting notice.

11. Consent Agenda:

- a) Approve the meeting minutes of February 17, 2015.
- b) Approve warrants written in February 2015.

Motion: made by Vice-Chairman Sheets to approve the minutes as modified and approve the warrants, second by Director Kane.

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.