

Meeting Minutes  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
March 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, Joanne Johnson, Dorothy Vandelinde, Martha Nohowec and Lee Meiner 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; Chris Kramer, Dickinson Wright Mariscal & Weeks, District's Legal Counsel.

Pledge of Allegiance

2. 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.  
Director Nohowec said she still wants to see the comps showing an increase of 30% in property values. Chris Kramer said we will get copies of the new appraisals after we pay for them. He said we will see more charges for appraisal services if the sellers want to depose Jan Sell. All Board Members said they are unhappy with this bill and are approving only under protest.  
Motion: made by Director Meiner, under protest, to approve the invoices in the amount of \$18,062.50, second by Director Vandelinde.  
5 Yes / 1 No Ano
3. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Design. Dave Dirren said they will have the paperwork ready for ADEQ next week. Tom Pender is setting up the meeting with the ADEQ. Vice-Chairman Ano said, for the record, he talked with Tom, Tyson and Brad. He believes there is an issue with the wet-well and he thinks the design is wrong. Tom Pender said he intends to talk to the contractors to get their ideas for this. Director Meiner said he is concerned because Vice-Chairman Ano has talked to the three men about this and each one gave a different answer and none of them agree why the lift station is there. Dave Dirren said it is an operational item and will be used to isolate parts of the plant. Vice-Chairman Ano said he would like to meet with Brad, Dave and Tom again to discuss. Dave Dirren suggested waiting until the contractors have the opportunity to see the plans because there could be some additional items that need changed. Vice-Chairman Ano said he does not want to make changes that would interfere with the WIFA loan or the ADEQ permit or approval. Dave Dirren said he doesn't believe the liftstation is an incorrect design but just another way to accomplish the goal.  
No action taken
4. Discussion and possible action regarding an update for pre-qualification of contractors for the treatment plant modification project.  
Chairperson Kane said she hasn't received a corrected copy of the documents as she requested. Tom said the ad has already been placed in the Verde Independent. He said that so far, he has been contacted by 9 contractors, 5 plan rooms & 1 sub-contractor. April 18 is the submittal date for the proposals.
5. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Final Design Services \$9,557.60, Funding & Permit Assistance \$602.50, Printing & Postage \$146.88; Total \$10,306.98.  
Motion: made by Vice-Chairman Ano to approve the invoices in the amount \$10,306.78, second by Director Meiner.  
Unanimous Approval

6. 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 said the AZPDES permit still has not been issued.
  7. 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 said the flows are averaging at 380,000 gpd this month. They sent no reuse to the golf course last month because there is a problem with a pump.  
Motion: made by Director Johnson to convene into executive session, second by Director Nohowec  
Unanimous Approval
  8. 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\*
- Joanne Johnson left the meeting during the executive session due to illness.
9. Discussion and possible action regarding the review of the Fiscal Year 2013/2014 Budget, Rates and Fees.  
No budget items were discussed.
  10. 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.
  11. Consent Agenda:
    - a) Approve meeting minutes of February 19, 2013.
    - b) Approve warrants written in February 2013.Motion: made by Director VandeLinde to approve the consent agenda, second by Director Meiner  
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.