

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

April 19, 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, Moneesh Chatterjee, Dorothy Vandelinde, Ruth Kane and Joanne Johnson present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass; Dave Dirren, Sunrise Engineering; Barbara Gordon, District Resident.

Pledge of Allegiance

2. Discussion and possible action regarding a request by the Fire District to change the regular meeting date to the third Wednesday of each month.
Motion: made by Director Johnson to change the regular meeting date to the third Wednesday of each month, second by Director Kane.
Unanimous Approval
3. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.
Director Chatterjee suggested that the warranty on the Parkson parts should only start when the equipment is in working order.
4. 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.
5. Discussion and possible action regarding grease trap inspections and requirements.
The Board will review Dave Dirren's recommendations and should send their comments to Jennifer by April 26 and Jennifer will send comments out to the Board by May 3.
6. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$1,465.00, Private Lines \$375.00, Hwy 179 Sewer Extension \$150.00, Lift Station #7 \$150.00, Grease Trap Ordinance \$1,050.00, GIS \$2,284.50, GPS Collection \$999.50 – Total Invoice \$6,474.00.
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$6,474.00, second by Director Chatterjee.
Unanimous Approval
 - b) Construction Services \$1,811.00, Construction Observation \$172.50, Post Construction Services \$517.50, Board Meeting Attendance \$517.50, Permitting Assistance \$411.99 – Total \$3,430.49
Motion: made by Director Kane to approve the invoice in the amount of \$3,430.49, second by Director Chatterjee.
Unanimous Approval

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; updates on the Perpetual System Maintenance Projects.
Brad reviewed the report with the Board.
8. Discussion and possible action to approve the invoice from Environmental Biomass Services for additional services in the amount of \$8,435.60 for additional services.
Motion: made by Director VandeLinde to approve the invoice in the amount of \$8,435.60, second by Director Kane.
Unanimous Approval
9. Discussion and possible action to approve a new contract with Environmental Biomass Services for operations services.
Motion: made by Director Johnson to approve the contract as to form as modified, second by Director Chatterjee.
Unanimous Approval
Diana was asked to create a report showing all payments made to EBS over the past 12 months.
The Board was asked to send their comments to Jennifer regarding the contract price.
10. Discussion and possible action regarding a request from Clark Young for the District to participate in the cost to repair the gate on Hutson Lane.
Motion: made by Director Johnson to deny the request, second by Director Kane
Unanimous Approval
11. Discussion and possible action regarding the Fiscal Year 2016/2017 budget, rates and fees.
The Board reviewed the budget report.
12. 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
13. Discussion and possible action to establish a bank account with Chase for an O&M account and other policies regarding money handling, spending limits and approvals.
Jennifer explained that Chase did not follow through with the information they originally provided regarding an account. She said they would only assign an account representative from the Phoenix or Flagstaff offices and there will not be a local representative. Jennifer said that Chase would charge the District \$200.00 a month for a checking account, but the Credit Union has offered to provide an account at no charge.
Motion: made by Director Johnson to request I.D.S. pursue opening a checking account with the Arizona Credit Union, second by Director VandeLinde.
Unanimous Approval
14. Consent Agenda:
 - a) Approve the meeting minutes of March 15, 2016;
 - b) Approve warrants written in March 2016.Motion: made by Director Johnson to approve the consent agenda, 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.