

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
April 22, 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, David Sheets, Lee Meiner and Dorothy VandeLinde present. Martha Nohowec absent.

Pledge of Allegiance

2. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Tom Pender said he tried to move forward with the APP but needs the hydrology report from the original application. He said he got a quote for a new hydrology report for about \$10,000. Tyson said he would go to ADEQ to obtain a copy of the original APP application to include the report. Chairperson Kane said that Tyson is closer and it would be less expensive and faster to have him take care of the APP. Tyson said Sunrise would charge time and materials to apply for the APP.
Motion: made by Director Meiner direct Sunrise to obtain the APP, second by Director Johnson.
Unanimous Approval
3. Discussion and possible action regarding the pre-qualification of contractors for the treatment plant modification project.
Tom said they received 5 proposals from contractors, four of the proposals qualified and he checked some of their references. He said the staff committee scored the contractors and the Board now has the opportunity to talk to the contractors before they bid. Tom said that staff will prepare a list of questions to be asked at this interview. It was decided the interviews will be conducted by Tom Pender, Tyson Glock, Dave Dirren, Brad Bowers and 3 Board volunteers. The meeting will be held on May 8 at the Fire Station.
Motion: Director Johnson to ask David Sheets, Woody Ano and Lee Meiner to assist staff with the interviews, second by Director Meiner.
5-yes / 1-no Ano
4. Discussion and possible action regarding a request from Sunrise Engineering for an amendment to the Treatment Plant Final Design contract to include answering Board questions, the RFQ process and miscellaneous tasks related to the project.
Tyson said there are some past hours that will be billed to the District. He said they have about 50 hours of additional time for Board questions. Director VandeLinde suggested splitting the 50 hours 50/50. Dave Dirren said that would be fair to split the cost. Chairperson Kane noted that there will be a charge for Sunrise time and asked the Board that all future questions and answers be made in writing.
Motion: made by Director Sheets to approve the amendment, second by Director Johnson.
5-yes / 1-no Ano
5. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Final Design Services \$6,779.32 and Sand Filter Replacement \$720.00; Total \$7,499.32. The Sand filter replacement charge was for the removal of the old UV unit.

Motion: made by Director Johnson to approve the invoices in the amount of \$7,499.32, second by Director Sheets.
5-yes / 1-no Ano

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.
Jennifer was instructed to hold the Will Serve Letter until the 15' easements for the sewer main lines are submitted and the sewer lines conveyed to the District.
7. Discussion and possible action to approve invoices from Pender Engineering for Pre-qualification of contractors \$65.98 and APP permit meeting \$1,013.
Motion: made by Vice-Chairman Ano to approve the invoices \$1,078.98, second by Director Meiner.
Unanimous Approval
8. 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 reviewed the report with the Board and noted that the flows were higher this month.
9. Discussion and possible action regarding a request from Environmental Biomass Services for compensation during the Treatment Plant Modification Project construction.
Brad said that he has been spending a lot of time with the engineers so far. But he foresees that it will be coming to a point where he needs to add another person. Vice-Chairman Ano said that construction is not part of EBS responsibility and he would prefer that the project manager handle all issues.
Motion: made by Director Johnson to authorize EBS to perform this task to be charged time and materials up to \$2,500.00 per month to be reviewed as necessary, second by Director VandeLinde.
Unanimous Approval

Motion: made by Director Meiner to move to item #11, Second by Director VandeLinde
Unanimous Approval
10. 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
11. Discussion and possible action regarding the review of the Fiscal Year 2013/2014 Budget, Rates and Fees.
The budget was reviewed.

Motion: made by Director Johnson to move to items 12 & 13, second by Director Meiner
Unanimous Approval
12. 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.
The staff report was reviewed with the Board. Jennifer was instructed to write a letter to the adjacent property owners explaining that the Board will not address the gate issue on an agenda

and the District will not participate in the operation and maintenance of the gate at Hutson Lane and Wild Horse Mesa Drive.

13. Consent Agenda:

- a) Approve meeting minutes of March 19 and April 2, 2013.
- b) Approve warrants written in March 2013.

Motion: made by Vice-Chairman Ano to approve the consent agenda, second by Director VandLinde

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.

No public present