

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

June 17, 2014 - 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 – Lee Meiner, David Sheets, Joanne Johnson, Ruth Kane, Dorothy VandeLinde and Martha Nohowec present.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator, Karen Davis, Administrator, and Dakota King of Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Dave Dirren and Tyson Glock, Sunrise Engineering

Pledge of Allegiance

Hearings:

Open Public Hearing on the Fiscal Year 2014/2015 Budget

Chairman Meiner opened the meeting to the public.

No public comment, meeting closed to the public by Chairman Meiner.

Close Public Hearing on the Fiscal Year 2014/2015 Budget

Open Public Hearing on District Fees and Rates

Chairman Meiner opened the meeting to the public.

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Director Nohowec raised concerns over grease pump rates and the penalties for not having grease traps.

Karen discussed the penalty fee that is charged to companies that do not have grease traps or have traps that are not in compliance.

Close Public Hearing on District Fees and Rates

Motion: made by Director Kane to close the hearings, second by Director Nohowec.

Unanimous Approval

Convene into Special Meeting:

2. Action on Fiscal Year 2014/2015 Final Budget and adopt Resolution No. 2014-1.

Motion: made by Director Johnson to adopt the final budget and adopt Resolution No. 2014-1, second by Director Kane.

Unanimous Approval

3. Action on Fiscal Year 2014/2015 District Fees & Rates and adopt Resolution No. 2014-2.

Motion: made by Director Johnson to adopt the fees to include a commercial grease trap user fee at \$150.00 per month per account, in lieu of required pumping, second by Director VandeLinde.

Unanimous Approval

Convene into Regular Meeting:

4. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project.  
Tyson gave the Board an update on the project. He told the Board that the APP is out for public review.
5. Discussion and possible action to ratify the payment to MGC Contractors in the amount of \$120,695.  
Motion: made by Director Nohowec to ratify the payment to MGC Contractors in the amount of \$120,695.00, second by Director VandeLinde.  
Unanimous Approval
6. Discussion and possible action to approve:
  - a. Invoices from Sunrise Engineering, Inc. for Misc. Tasks \$281.25, Final Design \$830.00, Construction Services \$11,413.75, Construction Observation \$17,329.42, Funding Assistance \$797.50, Final Design \$115.00, Additional Services \$143.75, Contractor Selection \$258.75, Surveying \$5,952.00 – Total Amount \$37,121.42.  
Motion: made by Director Kane to authorize payment, second by Vice-Chairman Sheets.  
Unanimous Approval
  - b. Proposal from Sunrise Engineering for general engineering services as District Engineer.  
Motion: made by Director Kane to approve the contract with an additional phrase that within 30 days of termination the District records will be returned, second by Director Nohowec.  
Unanimous Approval
7. Discussion and possible action to approve two invoices from Pender Engineering for \$1,000.00 general engineering services and \$450.00 AZPDES permit.  
Motion: made by Vice-Chairman Sheets that payment shall be made after all District records have been returned, second by Director Kane.  
Unanimous Approval
8. Discussion and possible action to accept the Bill of Sale for the Moore sewer mainline installation.  
Motion: made by Director VandeLinde to accept the Bill of Sale, second by Director Johnson.  
Unanimous Approval
9. 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.
10. Discussion 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.  
Jennifer and Karen reviewed the report with the Board.
11. Discussion and possible action to enter into a service agreement with Robert Kozak for legal services on an as-needed basis, \$150.00 hourly rate.  
Motion: made by Director VandeLinde to approve the agreement with Mr. Kozak, Vice-Chairman Sheets.  
Unanimous Approval

12. Discussion and possible action to approve an intergovernmental agreement with Yavapai County for Election Services.

Motion: made by Vice-Chairman Sheets to approve the agreement with Yavapai County, second by Director Johnson

Unanimous Approval

Motion: made by Vice-Chairman Sheets to convene into Executive Session, second by Director Kane.

Unanimous Approval

13. 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.

14. Discussion and possible action to give direction to staff and the District's Attorney for the above item.

No action taken.

15. Consent Agenda:

- a) Approve meeting minutes of May 20, 2014.

- b) Approve warrants written in May 2014.

Meeting minutes – change #9 – Joanne motion, Ruth second

Motion: made by Director Kane to approve the minutes as modified, 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.