

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

June 18, 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, Martha Nohowec, David Sheets, Dorothy Vandelinde and Lee Meiner present. Woody Ano and Joanne Johnson 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 and Tyson Glock, Sunrise Engineering.

Pledge of Allegiance

Motion: made by Director Vandelinde to open the public hearing, second by Director Nohowec.

Unanimous Approval

Hearings:

Open Public Hearing on the Fiscal Year 2013/2014 Budget

No public comment.

Close Public Hearing on the Fiscal Year 2013/2014 Budget

Motion: made by Director Sheets to close the public hearing, second by Director Nohowec.

Unanimous Approval

Motion: made by Director Meiner to open the public hearing, second by Director Vandelinde

Unanimous Approval

Open Public Hearing on District Fees and Rates

It was noted that the rates and fees will not increase from the previous year.

No public comment.

Close Public Hearing on District Fees and Rates

Motion: made by Director Sheets to close the hearing, second by Director Meiner.

Unanimous Approval

Motion: made by Director Vandelinde to convene into the special meeting, second by Director Meiner.

Unanimous Approval

Convene into Special Meeting:

2. Action on Fiscal Year 2013/2014 Final Budget and possible adoption of Resolution No. 2013-1.
Motion: made by Director Meiner to adopt the budget and Resolution No. 2013-1, second by Director Vandelinde.
Unanimous Approval
3. Action on Fiscal Year 2013/2014 District Fees & Rates and possible adoption of Resolution No. 2013-2.

Motion: made by Director Sheets to adopt the rates and fees and Resolution No. 2013-2, second by Director VandeLinde.
Unanimous Approval

Motion: made by Director VandeLinde to convene into the regular meeting, second by Director Meiner.
Unanimous Approval

Convene into Regular Meeting:

4. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Tyson said they are moving with the APP. They are now waiting for the hydro study.
5. Discussion and possible action to review the proposals for a hydro study for the 2012 Treatment Plant Modification Project and if applicable award a contract.
Tyson said he received 3 bids, from HydroSystems Inc., SW Groundwater Inc. and Montgomery & Associates. Tyson said Sunrise Engineering would not charge the District the typical 10% for obtaining the contract.
Motion: made by Director Meiner to approve Sunrise Engineering to obtain the services of SW Groundwater for two hydro studies for an amount not to exceed \$11,640.00, second by Director VandeLinde.
Unanimous Approval
Tyson said the hydro study will take about 5 weeks.
6. Discussion and possible action regarding the pre-qualification of contractors for the treatment plant modification project.
Dave Dirren said they are waiting until the plans have been submitted to ADEQ before they request bids from the three contractors. Director Meiner asked Tyson if they have evaluated the value engineering submitted by the contractors. Specifically he asked about using the current tank with a liner instead of pouring concrete. Tyson said they did not feel the tank is structurally strong enough to only use a liner and they need some of the existing space to build an access road. Director Meiner asked for a written report justifying their opinions on some of the alternatives. Tom Pender said he thought the contractor was referring to a fiberglass liner that was structurally strong enough to stand on its own. Dave Dirren said that they will give the contractors options on the alternatives for bidding.
7. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Permit Assistance \$5,190.03, RFQ Assistance \$3,108.50, Funding Assistance \$122.50, Total \$8,421.03.
Motion: made by Director Meiner to approve the invoices in the amount of \$8,421.03, second by Director VandeLinde.
Unanimous Approval
8. Presentation of the Engineer's Report by Tom Pender of Pender Engineering.
Tom said he is ready to begin mapping the private systems that are in the right-of-way.
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 said the flows are lower, around 330,000 gpd.

10. Discussion and possible action regarding the ownership and responsibility of private sewer lines connected to the District's system and authorization to Tom Pender to create maps of the private systems.
Chairperson Kane suggested starting with some of the major lines that are in the right-of-way.
Tom said he will spend 4 or 5 hours on this project.
11. Discussion and possible action to give authorization to Jennifer Bartos to sign loan payment warrants.
Motion: made by Director Sheets to approve Jennifer to sign loan payment warrants, 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.
Jennifer was asked to put these items on the next agenda: Special fee for restaurants with grease traps out of compliance and accept Moore's lines.
13. Consent Agenda:
 - a) Approve meeting minutes of May 21, 2013.
 - b) Approve warrants written in May 2013.Motion: made by Director Nohowec 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