

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

July 15, 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, Sunrise Engineering.

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project to include overtime work.  
Dave Dirren presented a schedule of the project as to which aspects are on schedule and which are overtime. Dave wishes to spend approximately \$4,000 to have a full time inspector on site for five weeks. Chairman Meiner pointed out that if the construction is behind then MGC should pay for the repercussions, and thus it should be in consideration that MGC pay for the inspector.  
Motion: made by Director Johnson to approve not to exceed five weeks of overtime for MGC, second by Vice-Chairman Sheets.  
Unanimous Approval
3. Discussion and possible action regarding a change order for the upgrade of the existing site electrical control panel.  
Dave Dirren presented a packet of contract change orders. He stated that the electrical engineer had misunderstood which model the current control panel was, and the model would need to be replaced, costing \$11,722 on change order #5 alone.  
Motion: made by Director Johnson to approve the change orders for a total of \$14,554, second by Director Kane.  
Unanimous Approval
4. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services \$437.50; Board meeting attendance \$825.00; Printing maps \$60.78, totaling \$1,323.25.
  - b) Construction Administration \$3,287.75; Construction Observation \$23,680.56; Board meeting attendance \$431.25; Funding Assistance \$1,072.50; Permitting Assistance \$320.00; Reproduction Cost \$14.75; and Final Design \$496.00, totaling \$29,302.81.Motion: made by Director Kane to approve both invoices, one for \$1,323.25 and one for \$29,302.81, second by Director Johnson.  
Unanimous Approval
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.  
Dave discussed the six areas of private lines that need to be considered by the District. He also discussed the grease trap in Famous Pizza, and the sewage capacity and grease trap in the soon to be Taste of Marrakesh. Brad Bowers stated that while the grease trap in the Taste of Marrakesh was "cleanish", it does need to be replaced. Dave also discussed the procedure in disconnecting sewer to lines that are delinquent. Jennifer was asked to look into the procedure of delinquent accounts in the City of Sedona and to look into the rule that if a customer is delinquent X days, then must be given X days to pay it back.
6. 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.
7. 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 again stated that she will look into disconnects for delinquent accounts.

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.  
No action taken
9. Discussion and possible action to give direction to staff regarding the above item.
10. Consent Agenda:
  - a) Approve the meeting minutes of June 17, 2014.
  - b) Approve warrants written in June 2014.Motion: made by Vice-Chairman Sheets to approve the consent agenda as modified, second by Director Kane.  
Unanimous Approval
11. The Board members may choose to gather at the wastewater treatment plant for a tour of the construction project.  
No decisions will be made at this gathering.

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.