

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District July 19, 2017 - 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.

Call to Order - David Sheets, David LaFrance, Lee Meiner, Ruth Kane, Joanne Johnson, and Moneesh Chatterjee present. Gary Livermont absent. Dave Dirren, Sunrise Engineering, Brad Bowers, Environmental Biomass Services, Jennifer Bartos, District Clerk, Diana King and Dakota King, Improvement District Services.

Pledge of Allegiance

Motion: made by Director Meiner to move item 3 to item 1, second by Director LaFrance. Unanimous Approval.

1. Discussion and possible action regarding a request by The Majestic Theatre and Speakeasy for a variance in the grease trap requirement.

Director Sheets and Dave Dirren reviewed the meeting with the tenants of the property. Dave stated that it was discussed that the property have an under-the-sink grease trap rather than the ordinance required grease trap. He also stated that one of the difficulties with an outside grease trap is the APS easement that is very near the property. Dave recommended having an under-sink grease trap for the property, and that he has also stated he had reviewed the menu to ensure less grease options and stated that there is no open flame grill for the property. Director Chatterjee asked if the tenants are aware of the testing protocols, and wished to note that the current variance is only good for the current tenants and would not transfer to any new ownership or any new tenant improvement. Director Sheets stated that the Board would put something in writing to ensure the agreement is clearly understood.

Motion: made by Director Meiner to approve the variance with the contingencies put forward by Dave Dirren, second by Director Johnson. Unanimous Approval.

2. Discussion and possible action regarding the Administrative Services Staff Report from Improvement District Services, Inc. regarding staff activities, District financials, budgets, collections, direction to the Clerk for future agenda items and other administrative issues.

Jennifer reviewed the letter from Brandice Young to John D. Miller created in June 4, 1992. Director LaFrance asked about the timeframe for the application to the county for the property regarding the Oak Creek Hotel. Director Sheets and Director LaFrance asked to receive a copy of the breakdown of the amount of \$957,812 billed to the Oak Creek Hotel. Jennifer Bartos explained her calculations using the district ordinance. Director Sheets stated he does not need the breakdown after the explanation. Director Chatterjee asked about why, in the District Ordinance, one hotel room is equal in ERUs to a three bedroom home, to which Jennifer responded that a hotel is much harder on the system, and the rates came from a study done in approximately 1999. Director LaFrance asked if the Board should consider looking at other improvement districts to compare ERU rates. Jennifer responded that it may be difficult to compare to other districts and she does not believe it to be prudent to compare to other locations. Director Sheets asked about the Oak Creek Outlet Mall, and why Big Park DWWID does not charge for retail stores that have a bathroom. Director Sheets asked about the DeMartin delinquency, and Jennifer stated that she had called and agreed to pay. Director Sheets and Director LaFrance asked that the Finance Committee be added as a new agenda item. Director Chatterjee stated it is important to consider the impact on the sewer system with the increase in hotels in Big Park. Jennifer stated that the amount of waste brought in by the Oak Creek Hotel is calculated at approximately 25,000 gallons.

3. Consent Agenda:
 - a) Approve the meeting minutes of June 21, 2017;

Director LaFrance stated that he believes the minutes to be very thorough.

- b) Approve checks written in June 2017;
- c) Approve reconciliation report.

Motion: made by Director Meiner to approve the consent agenda, second by Director LaFrance. Unanimous Approval.

4. Discussion and possible action regarding erosion on the treatment plant site.

Dave Dirren stated that the holes created by the erosion had recently been filled in but continue to erode. Jennifer stated that the previous meeting minutes stated that the independent contractor was going to come out to get the rock, to which Dave Dirren stated he was waiting to use Green Earth to put rock on the slope with the intention to save money by doing both projects. Director Meiner stated that the board has approved work up to \$18,000, and further stated that it is not professional to be waiting so long to complete the project. Dave Dirren stated that he makes follow up calls and pursues the contractors to hurry the work. Dave stated that if he receives the correct information this week, he will ask Dave Grondin to schedule the work immediately. Director Meiner stated that he would like Dave Dirren to ensure Green Earth gets back to Dave as soon as possible.

5. Discussion and possible action regarding a feasibility study to refurbish the reuse lift station, including a cost/benefit analysis of the upgrade of the reuse line by Sunrise Engineering.

Director Sheets stated that Director Meiner contacted him regarding VOCA wanting to schedule a meeting regarding the reuse. Director Meiner stated that, as a result of his discussion, that VOCA may be willing to help with the refurbishment of the line. Director Sheets stated that he would like to meet soon with Jim Kautz and Bill Czekai at the August 2nd finance committee meeting.

6. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include plant capacity, updates on the GIS and grease trap inspections.

Director Johnson asked about Sundance townhomes, and Dave Dirren stated that they had an executive session that resulted in Sundance townhomes needing to repair the current lines, but would like to be placed as an agenda item for the August public meeting of Big Park DWWID. Brad Bowers stated that he had a proposition for Sundance to encourage them to tie in. Dave Dirren stated that he had notified Sundance Townhomes that the District cannot wave capacity fees, but may be willing to assist with construction. Director Johnson asked if the main line would need to be extended, and Dave Dirren stated that it would need to be extended approximately 500 feet. Jennifer Bartos suggested having the District create a WIFA loan and have the Sundance Townhomes pay the amount that the District would need to pay until the loan is paid off. Director LaFrance asked if the district were to finance the construction without WIFA, and Jennifer stated that this was a possibility, but the liens would not be as important for delinquencies as a county lien. She further stated that the District has every authority to build new sewer lines to bring in new revenue. Director Chatterjee stated that, for future reference of any individuals who wish to hook-up to the system that needs serious construction, the Board should come up with a set of rules so as to avoid setting a precedence, and Director Chatterjee volunteered to helm an inclusion project to create a policy for similar situations to the Sundance hook-in. Director Sheets reviewed that Dave Dirren would contact Greg Coxsey from Sundance to attend the finance committee meeting on August 2nd. Dave Dirren stated that, regarding the lift station 10 wall, that the refurbishment would occur in approximately three weeks.

Motion: made by Director Kane to approve EBS installation of headworks not to exceed \$18,000.00, second by Director Meiner. Unanimous Approval.

7. Discussion and possible action to approve invoices from Sunrise Engineering for:
a) District Engineering & GIS Project Services - \$4,815.00

Motion: made by Director Kane to approve the invoice in the amount of \$4,815.00, second by Director Johnson. 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; updates on the Perpetual System Maintenance Projects.

Director LaFrance asked about the headworks, and Brad Bowers stated that the headworks would be shipping within a couple weeks, but would like to meet with the finance committee regarding the installation of the headworks. Brad stated that he would like to install the headworks as soon as it arrives on site, and has gotten two cost proposals. Director LaFrance stated that the duster line item was never used in the FY16/17 budget, and Brad stated that he would greatly appreciate using both the FY16/17 and FY17/18 line items to get two dusters. Brad Bowers stated that the removal of scrap could take at least 6 weeks. Director Johnson asked about the empty spots

on the grease trap report, and Brad responded that he is currently training a new operator to assist with the project. Jennifer stated that the non-compliant grease trap organizations can be disconnected and IDS can send them letters. Jennifer requested verbiage of what to say to the non-compliant organizations so IDS can notify them. Director Sheets requested that another column be added to the Grease Trap for follow-up communication. Director Chatterjee asked that, instead of colored columns, letter categories be created to clearly and easily show which places are in non-compliance.

9. Discussion and possible action regarding a tour for the Coconino Plateau Watershed Partner Group.

Brad explained that the Group consists of many people from many different locations and organizations, and they intend to tour in September 29th. Director Kane stated that she does not believe it will hurt the District to invite the newspaper to the tour. Director Chatterjee stated that having the media come in may encourage more hook-ins. Director Kane stated that she believes inviting the press would give the district good publicity. Director Sheets stated that he did not see any strong opinions to include the media in the tour, and agreed that the Board would not include the media.

10. Discussion and possible action regarding miscellaneous wastewater treatment plant projects, including a feasibility study by Sunrise Engineering for a storage unit on District property.

Brad entertained the thought to include a conference room to have public meetings. Jennifer stated that the room needs to be air conditioned and large enough to accommodate the public. Director Sheets stated that the Board should consider meeting at the Ranger Station instead, as the meeting room is free. The Board wished to add this item to the next public meeting agenda.

11. Discussion and possible action regarding ongoing issues:

- a) Equipment at the treatment plant;
- b) Landscape with rock stock pile;
- c) Landscape maintenance for wastewater treatment plant site;

No action taken. The storage facility will be added to the above item.

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.

Meeting Adjourned at 11:59.