

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

July 20, 2016 - 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.

1. Call to Order – Lee Meiner, David Sheets, Dorothy Vandelinde, Ruth Kane, Joanne Johnson and Moneesh Chatterjee present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; David LaFrance and Dean Patterson, District residents and property owners.

Pledge of Allegiance

2. Discussion and possible action to appoint David LaFrance to the open position on the Board of Directors. Motion: made by Director Johnson to appoint David LaFrance to the Board of Directors, second by Director Kane.

Unanimous Approval

Motion: made by Vice-Chairman Sheets to move to item #6, second by Director Chatterjee.

Unanimous Approval

3. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include updates on the GIS. Mr. Dirren will attend telephonically. The Board discussed the installation and cost sharing of an upgraded sewer line from Highway 179 to parcel 405-27-405 on Chaparral.

Motion: made by Director Vandelinde to agree to pay the difference from a 4" line to 8" line from Highway 179 to Chaparral, including a manhole on Chaparral, for an amount not to exceed \$60,000, second by Director Johnson

Unanimous Approval

Director Chatterjee asked to have the capacity for nitrogen and phosphorus. Brad Bowers said he will get those figures for him.

4. Discussion and possible action regarding a possible agreement and/or easement with Sedona Golf Resort for the abandonment of Lift Station #7 project.

Dave Dirren will prepare an easement and bring it to the next meeting. Jennifer was asked to review the budget to see what impact the VOCA sewer line and the lift station #7 project would have on the budget.

5. Discussion and possible action to approve invoices from Sunrise Engineering for:

a) District Engineering Services \$6,251.00

b) Construction Admin/Permitting Assistance \$201.25

Motion: made by Director Johnson to approve both invoices to Sunrise Engineering, second by Vice-Chairman Sheets.

Unanimous Approval

6. Discussion and possible action regarding a request by Sedona Golf Resort to have the District repair and improve the appearance of Lift Station #10.

Dean Patterson spoke to the Board regarding the appearance of lift station #10 in Sedona Golf Resort. He said their Board suggested the District fix the block wall, repaint, repair the major erosion problem, the culvert needs cleaned and the sidewalk is broken. He said they intend to do improvements in 2017. The Board will take this under advisement.

7. 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.

8. Discussion and possible action to approve the invoice from Environmental Biomass Services for additional services in the amount of \$1,316.76.
Motion: made by Director Johnson to approve the invoice in the amount of \$1,316.76, second by Director VandeLinde.
Unanimous Approval
9. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.
Jennifer told the Board that she was contacted by the owner of the large, vacant parcel on the corner of Highway 179 and Jacks Canyon Road. She was given a letter stating that there was an easement agreement given by the District in 1992 in exchange for unlimited capacity for that parcel. Jennifer was asked to have Dave Dirren look at the easement.
Jennifer said the AZOne Credit Union will require meeting minutes to add additional signers to the new account. This item will be placed on the next agenda.
Jennifer was asked to check if the School of Remembering has had a final inspection.
The Gate Agreement was reviewed and Jennifer was asked to see if Camino del Pueblo still exists and to look up 38-511.
10. Consent Agenda:
 - a) Approve the meeting minutes of June 15, 2016;
 - b) Approve warrants written in June 2016.
Motion: made by Director Kane to approve the consent agenda, second by Director Johnson.
Unanimous Approval
11. The Board may convene into a Study Session to discuss an update on the Operation Contract.
Vice-Chairman Sheets gave the Board an update on the research for the operations contract.

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.