

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
July 21, 2015 at 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, Joanne Johnson, Ruth Kane and Dorothy VandeLinde present. Martha Nohowec absent.

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

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project. Tyson said the work is progressing on the sand filter placement which should be finished by October 2015. He said the updated APP should be coming soon. Tyson said he plant portion of the construction should be finished in August.
3. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays. Tyson said that since the end of June the liquidated damages are \$16,037.
4. Discussion and possible action regarding change orders for MGC Contracting, Change Order #26 for removal of grout in the DAVCO clarifier \$7,412.00 and Change Order #28 for the new filter \$797,474.  
Motion: made by Vice-Chairman Sheets to approve Change Order #26 in the amount of \$7,412, second by Director Johnson.  
Unanimous Approval  
Motion: made by Director Kane to approve Change Order #28 in the amount of \$797,474, second by Director Johnson.  
Unanimous Approval
5. Discussion and possible action regarding a proposal from Sunrise Engineering, Inc. for GIS Services to be performed over a three-year period for a total amount of \$89,900.  
Motion: made by Vice-Chairman Sheets to approve the first year of the three-year project with an amount not to exceed \$30,000, second by Director Johnson.  
Unanimous Approval
6. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering. Dave reviewed the report with the Board.
7. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services \$1,200.00; District Map Updates \$1,681.50 - Total of invoice \$2,881.50.  
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$2,881.50, second by Director Kane.  
Unanimous Approval
  - b) Final Design Services \$1,170.00; Construction Observation \$16,734.27; Post Construction Services \$645.00; Funding Assistance \$145.00; Permitting Assistance \$776.25; Reproduction Costs \$151.02; Construction Services \$3,380.00 - Total invoices \$23,001.54.

Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$23,001.54, second by Director VandLinde.  
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.  
Brad reviewed the report with the Board.
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 and Diana reviewed the report with the Board.
10. Consent Agenda:
  - a) Approve the meeting minutes of June 16 and July 2, 2015;
  - b) Approve warrants written in June 2015.

Motion: made by Director Kane to approve the consent agenda, second by Vice-Chairman Sheets.  
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.