

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District August 16, 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. Gary Livermont, Joanne Johnson, David LaFrance, and Lee Meiner present. David Sheets, Ruth Kane, and Moneesh Chatterjee absent.

Also present and participating: Jennifer Bartos, District Clerk, and Dakota King, Improvement District Services, Brad Bowers, Environmental Biomass Services, and Dave Dirren, Sunrise Engineering, Dee Speerschneider, member of the community.

Pledge of Allegiance

1. 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 stated that the former Outlet Mall prospective mall will need to be charged approximately \$735,000 in capacity fees. She also stated that, upon inspection, the public restroom was not locked as promised. Jennifer further stated that the Environmental study of the Zambrano property is moving forward.
2. Consent Agenda:
 - a) Approve the meeting minutes of July 19, 2017;
 - b) Approve checks written in July 2017;
Director LaFrance stated that the check number 1423 for \$500 should be \$50, and USTI will be issuing a check to Big Park DWWID.
 - c) Approve reconciliation report.Motion: made by Director Meiner to approve the consent agenda, second by Director Johnson. Unanimous Approval.
3. Presentation of Finance Committee report, including a recap of the Finance Committee meeting on August 2, 2017. Director Livermont gave a report detailing the discussions that had occurred at the August Finance Committee meeting, including the joint meeting with Oak Creek Country Club / VOCA and Sundance Townhomes. Director LaFrance stated that the WIFA loan will not be able to be paid off in the near future, but may be able to receive help for the payments through Ad Valorem Tax. Jennifer confirmed that the maximum the District can tax is \$.31 per thousand of property value. Director LaFrance stated that the Finance Committee will discuss and bring a possible solution to the board regarding a possible Ad Valorem tax. Director LaFrance also reported on the reuse discussion that had occurred at the Finance Committee.
4. Discussion and possible action regarding an assessment and sewer line project for the Sundance Townhouses and consideration of possible District participation. Jennifer reviewed the information presented by Sundance Townhomes, and stated that the result of the discussion was that Sundance Townhomes would like a proposal from Big Park DWWID regarding a possible WIFA loan and how an assessment of the Townhomes can pay for the WIFA loan for Sundance. Dave Dirren stated that the project could bring in up to 178 new customers, which includes the 58 townhomes and 120 single family residences. Director Meiner asked if the 120 customers would form an assessment district in addition to the assessment district created for Sundance Townhomes. Jennifer stated that an assessment district could

be formed for the 120 single family homes, but an approval of 50% of homeowners would be necessary. Jennifer stated that the Board could consider allowing the Townhomes stay on their septic system until their septic goes bad, after which they must connect. Jennifer also stated that a proposal may be more attractive to Sundance Townhomes if the sewer lines were created on the roads rather than the landscaping. Director LaFrance recommended to give Sundance Townhomes the full amount, and the board may consider assisting financially at a later date if Sundance Townhomes finds it necessary. Director LaFrance reinforced that the District is assisting Sundance by helping the Townhomes get a WIFA loan, which they could not on their own. Dave Dirren stated that he will put together a cost estimate for lines on the road and another for lines on the landscaping, in preparation of a proposal to Sundance in September. Dave Dirren stated it would be best to have the meeting with the Townhomes between the 20th and 25th.

5. Discussion and possible action regarding erosion on the treatment plant site.
Brad Bowers stated that there are some sinkholes around the sand filters due to the recent weather.
6. Discussion and possible action regarding refurbishing the reuse lift station, replacing delivery line and contract with VOCA to deliver reuse.
No action taken. Will move item to 13 for next public meeting.
7. Discussion and possible action regarding lift station #10 wall refurbishment.
Dave Dirren stated that the wall has begun to be rebuilt. Brad stated that the wall was built on top of the well vault, and pulled the vault to the side. Director LaFrance asked if the Board should consider a new amount for the wall refurbishment, to which Jennifer stated that the repair required to the vault would be from O&M, as it is no longer a beautification issue. Brad stated that the well vault will not need to be completely rebuilt, but it will need to be repaired.
8. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, GIS updates and grease trap installs/inspections.
Dave stated that there have been a large number of people wanting to connect into the sewer system.
9. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$2,474.50.
Motion: made by Director Livermont to approve the invoice for \$2,474.50, second by Director Johnson.
Unanimous Approval.
10. 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 stated that there were several power outages during July. He stated that the headwork has been replaced. The new panel has been installed, and he hopes to have the new headwork working by the end of the month. Improvement District Services will send a letter to the businesses that may be unable to be reached for grease trap inspection.
11. Discussion and possible action regarding a feasibility study by Sunrise Engineering for a storage unit on District property.
Discussion tabled to the next public meeting. Jennifer requested that the cost of replacing the line for fire suppression be estimated by Dave Dirren.
12. Discussion and possible action regarding a change in meeting location from the Sedona Fire Station #3 to the Red Rock Ranger Station at 8375 AZ-179, Sedona, AZ.
Jennifer stated that, upon a conversation with the Red Rock Ranger Station, the meeting may get bumped under extreme fire conditions. The Board unanimously stated their interest in continuing their meetings in the Sedona Fire Station #3.
13. Discussion and possible action regarding ongoing issues:
 - a) Create a district policy regarding hook-ups requiring a large amount of construction;
 - b) A tour for the Coconino Plateau Watershed Partner Group;
 - c) Equipment at the treatment plant;
 - d) Landscape with rock stock pile;Dave received an estimate in the amount of \$8,912 from Green Earth.

Motion: made by Director Meiner for \$12,000 for replacement of the rock, clean up, and spraying, second by Director Johnson. Unanimous Approval.

- e) Landscape maintenance for wastewater treatment plant site;

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.

Dee Speerschneider - Sundance already has septic tanks. Suggested to bring two viable proposals to Sundance. She stated Alliance Bank could give a loan to the board which could reduce District liability. She stated that she had experience with the bank to do assessments which can make easier payments.