

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
August 17, 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, Joanne Johnson, Moneesh Chatterjee, Ruth Kane and David LaFrance present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services

Pledge of Allegiance

2. 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. Chairman Meiner asked the status of the Whittman easement. Dave Dirren said he has left a message but had not heard back from her yet. Chairman Meiner asked what the holdup was with grease trap inspections. Dave said Brad was going to update the list of which facility has a grease trap. He said the inspection sheet is complete. Brad said it has been on his agenda to interview every property to see if they have a grease trap. Brad and Dave will get together and bring back information to the next meeting. Brad will try to inspect 10 grease traps over the next month. Brad will have the ProPipe information complete for the GIS program by September. Brad said the treatment plant capacity is now 700,000 gpd.
3. 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 said he will have the Letter of Intent to the SGR by the end of this week.
4. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services \$7,252.66  
Motion: made by Director Kane to approve the invoice in the amount of \$7,252.66, second by Vice-Chairman Sheets.  
Unanimous Approval
  - b) Construction Observation & Permitting \$1,236.95  
I.D.S. will bill MGC for Sunrise's time in the amount of \$1,121.95.  
Motion: made by Director Vandelinde to approve the invoice in the amount \$1,236.95, second by Director Kane.  
Unanimous Approval
5. Discussion and possible action regarding a request by Sedona Golf Resort to have the District repair and improve the appearance of Lift Station #10. Chairman Meiner is going to work on putting together an RFP.
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. Chairman Meiner asked if the plant was ever tested before it was turned over to the District. Jennifer was asked to have Tyson update and clarify the warranties on the new treatment plant.

7. Discussion and possible action to approve the invoice from Environmental Biomass Services for additional services in the amount of \$1,200.  
Brad said Tyson should be the responsible party to manage the warranties and work.  
Motion: made by Director Chatterjee to approve the invoice in the amount of \$1,200.00, second by Director LaFrance.  
Unanimous Approval
8. Discussion and possible action regarding the operation services contract with Environmental Biomass Services.  
Vice-Chairman Sheets told Brad the committee has done their research and will meet with Brad next week.
9. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, District financials, direction to the Clerk for future agenda items and other administrative issues to include:
  - a) Authorized signers on the OneAZ Credit Union account;  
Motion: made by Director Kane to approve Lee Meiner, David Sheets, Diana King and Jennifer Bartos signers on the District's account, second by Director LaFrance.  
Unanimous Approval
  - b) 1992 capacity exchange for easement;
  - c) Status of the Gate Agreement with Camino del Pueblo;  
The wastewater treatment plant opening will be postponed until a later date. Diana was asked to provide a monthly report and then year to date report.
10. Consent Agenda:
  - a) Approve the meeting minutes of July 20, 2016;
  - b) Approve warrants written in July 2016.  
Motion: made by Director Kane to approve the consent agenda, second by Director VandeLinde.  
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.