

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
August 18, 2015 - 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, Ruth Kane, Joanne Johnson and Dorothy VandeLinde present.
Martha Nohowec absent.

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

Pledge of Allegiance

2. Discussion and possible action regarding a GIS presentation by Sunrise Engineering.
Jarom Halvasko of Sunrise Engineering attended telephonically and gave the Board a presentation of all the benefits to this program and what can be achieved over the 3-year project. After seeing the many benefits to the wastewater operation and administrative issues the Board requested that Sunrise begin the project as soon as possible. When the tasks included in year one of the contract are complete then the Board may consider moving forward with additional tasks as shown in year two and three.
3. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.
Dave Dirren reviewed the report with the Board.
No action taken
4. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays.
Dave Dirren reviewed the report from Tyson Glock with the Board.
No action taken
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave said he talked Barbara Whitman and she agreed to grant an easement. Dave will draw up an easement for the Whitman parcel and the lot at the west end of Juniper Street.
6. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$1,012.50 and District Map Updates \$1,100.25 - Total of invoice \$2,112.75.
Motion: made by Director Kane to approve the invoice in the amount of \$2,112.75, second by Director Johnson.
Unanimous Approval
 - b) Construction Services \$805.00; Construction Observation \$17,947.62; Post Construction Services \$1,566.02; Board Meeting Attendance \$632.50; Funding Assistance \$1,611.25; Final Design \$625.25; Filter Design \$288.75 – Total invoices \$23,476.39.
Motion: made by Director VandeLinde to approve the invoice in the amount of \$23,476.39, second by Director Johnson.
Unanimous Approval

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 regarding a project to abandon Lift Station #7.
No action taken, table to next meeting.
9. Discussion and possible action regarding a vertical screen on Lift Station #8.
Brad told the Board that he received an equipment only quote for \$30-\$35,000. Brad suggested putting this item on the budget next year or the following year.
10. 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.
11. Discussion and possible action to fill the open position on the Board of Directors.
Motion: made by Vice-Chairman Sheets to appoint Moneesh Chatterjee to the open position on the Board of Directors, second by Director Johnson.
Unanimous Approval
12. Discussion and possible action regarding a request from Greg Serakowski for relief of disconnection based on a payment schedule.
Motion: made by Vice-Chairman Sheets that the late fees will not be waived and shall continue to be charged, the delinquent amount shall be paid in six months and keep the user fee current, second by Chairman Meiner.
Unanimous Approval
13. Consent Agenda:
 - a) Approve the meeting minutes of July 21, 2015;
 - b) Approve warrants written in June and July 2015.Motion: made by Director VandeLinde to approve the consent agenda, second by Director Kane
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.