

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

August 19, 2014 - 9:30 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.

1. Call to Order – Lee Meiner, David Sheets, Joanne Johnson, Ruth Kane, Martha Nohowec and Dorothy VandeLinde.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Tyson Glock, Sunrise Engineering; Todd Hansen, Project Manager & Glen Anderson, Project Engineer with MGC.

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project to include overtime work.
Overtime hours for the Sunrise inspector was discussed. Tyson said that MGC has to work 50 hours a week to meet the completion date. He said the 50 hours of overtime for the inspector that was approved at the previous meeting was used in the past month and MGC plans to continue to work additional hours. Tyson offered some possible solutions: Option 1 – Sunrise inspector only works 40 hours a week, but in this case no one would be observing during some of the work; Option 2 – Pay for the inspector's overtime. Option 3 – The inspector reduces the time on the project, such as ½ hour later in the morning and leave ½ hour early at the end of the day. Sunrise has offered to charge overtime for the inspector at \$69.00 per hour. Director Kane asked how much time was lost over the past week due to weather. The answer was two days. Jennifer Bartos said that rain days are an acceptable reason for not meeting the completion date. Tyson said at 50 hours per week for the rest of the project would be at least \$12-\$13,000.00 in additional overtime. Chairman Meiner asked why MGC is behind schedule. Todd Hansen said the County inspector has held them up by one day per pour. Jennifer said she would call the County and see if they can get the inspector out in the mornings by 10:00 or 11:00 daily for the next two months. Chairman Meiner asked how much time would be non-productive in the morning. Todd said at least the first hour. Todd said they frequently work on projects with a part time inspector. He committed that they will not cover work that has not been inspected. It was agreed that Sunrise will reduce the inspector's time by one hour in the morning and one hour at the end of the day, for a total of 38 hours a week, unless something else comes up.
3. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services: Professional Personnel (emails, calls & questions) \$750.00; Board meeting attendance \$562.50; Professional Personnel (private sewer line research) \$225.00, totaling \$1,537.50.
Motion: made by Director VandeLinde to approve the payment in the amount of \$1,537.50, second by Director Nohowec.
Unanimous Approval
 - b) Construction Administration \$4,053.75; Construction Observation \$26,853.66; Funding Assistance \$288.75; Permitting Assistance \$143.75, totaling \$31,339.91.
Motion: made by Director Kane to approve the payment in the amount of \$31,339.91, second by Director Johnson
Unanimous Approval
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Tyson reviewed the report with the Board.
5. Discussion and possible action regarding a request by Bill Willis to have the District take over the ownership of the Juniper Street private sewer mainline.
Dave Dirren is working on the conveyance of the private sewer lines to the District but has not obtained all the necessary information on this section to make a recommendation for the Board's consideration. Jennifer will contact Bill Willis to say there is sewer available along Juniper Street, but no action from the Board was taken at this time.
6. Discussion and possible action to approve the purchase of a crane for the new FEQ liftstation.
Motion: made by Vice-Chairman Sheets to approve the purchase of a crane in the amount of \$3,105.00 from Southern-Tool.com, second by Director VandeLinde
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 policy for the disconnection of service to delinquent accounts, and creating a newsletter to customers.
No action taken.
9. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos and Karen Davis of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items.
Jennifer reviewed the report with the Board. She said that the refund from ADOT has not been received, but that she intends to continue to press this issue as far as contacting the Governor.
10. The Board may vote to convene into Executive Session pursuant to A.R.S. 38-431.03.7 for discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale or lease of real property.
11. Discussion and possible action to give direction to staff regarding the above item.
No discussion or action taken.
12. Consent Agenda:
 - a) Approve the meeting minutes of July 15, 2014.
 - b) Approve warrants written in July 2014.Motion: made by Vice-Chairman Sheets to approve the consent agenda, second by Director Johnson.
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.