

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
September 15, 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, Joanne Johnson, Ruth Kane, Dorothy VandeLinde and Moneesh Chatterjee present.

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; Laura Curry and Chris Kramer, Attorneys, Gust Rosenfeld.

Pledge of Allegiance

Motion: made by Director VandeLinde to move to item #14 and convene into executive session, second by Director Kane

Unanimous Approval

Motion: made by Director Johnson to move to item #13a, second by Director Kane

Unanimous Approval

2. Recognition of Martha Nohowec's services to the District.  
Moment of silence. Everyone gave a short story about Martha.
3. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project.  
Dave Dirren covered the report with the Board.
4. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays.  
Tyson and Dave will present a report to the Board for the next meeting.
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.  
Vice-Chairman Sheets asked Dave to put together a schedule of the project.
6. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services \$1,237.50; District Maps \$1,330.75 - Total of invoice \$2,568.25.  
Motion: made by Director Kane to approve the invoice in the amount of \$2,568.25, second by Director Johnson.  
Unanimous Approval
  - b) Construction Administration \$57.50, Construction Observation \$4,893.73; Final Design \$2,268.78; Funding Assistance \$367.50, Permitting Assistance \$431.25; Construction Services \$3,163.75 - Total invoices \$11,182.51.  
Motion: made by Director Vandelinde to approve the invoice in the amount of \$11,182.51, second by Vice-Chairman Sheets.  
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.

Brad will bring back more information to the Board at the next meeting.

9. Discussion and possible action regarding a request from Dan Surber for additional capacity for parcel #405-40-218.  
No request was received. No action taken.
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.  
No discussion or action.
12. The Board may vote to convene into Executive Session pursuant to A.R.S. 38-431.03.2 for discussions or consultations with designated representatives of the public body in order to consider its position and instruct its representatives regarding records exempt by law from public inspection.  
The Board did not convene into executive session.
13. Discussion and possible action regarding a collection policy and  
The Board will consider the policy at the next meeting.
  - a. Discussion and possible action regarding a request from Darlene Dray for a payment settlement and schedule on account #11064.  
Darlene Dray said she did not know there should have been a sewer bill. She said everywhere she lived the sewer bill was included in the water bill.  
Motion: made by Director Chatterjee to collect the full amount, if paid within 30 days a 15% discount can be taken or if payments arrangements to be paid over 12 months and the current charges must be kept current, second by Director VandeLinde.  
Unanimous Approval
  - b. Discussion and possible action regarding a request from Brad Baker for a payment settlement for account #22073.  
Jennifer was directed to collect the full amount to be paid over six months.
14. 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.  
  
Motion: made by Director VandeLinde to convene into the regular meeting, second by Director Johnson.  
Unanimous Approval
15. Discussion and possible action to give direction to staff regarding the above item.  
No action taken.
16. Consent Agenda:
  - a) Approve the meeting minutes of August 18, 2015;
  - b) Approve warrants written in August 2015.Motion: made by Director Kane 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.