

Draft
Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
September 16, 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 and Martha Nohowec present. Dorothy VandeLinde and Ruth Kane absent.

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

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project to include: Tyson gave the Board an update on the construction project. He said there will be another permit needed from Yavapai County for the shade structures and grading.
 - a) Hours for the project inspector.
Dave Dirren said that it is important for the inspector to be on-site while the contractor is working and also to attend the safety meeting that is held first thing in the morning. Tyson said the worst case scenario would be an additional \$12,000.00 for the remaining portion of the project.
Motion: made by Vice-Chairman Sheets to approve the continued overtime hours necessary, second by Director Nohowec.
Unanimous Approval
3. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services: Misc. Emails, Calls & Questions \$1,837.50; BOD Mtg. Attendance \$812.50; Inspections \$625.00; Private Sewer Lines \$925.00, totaling \$4,200.
Motion: made Vice-Chairman Sheets to approve the invoice in the amount of \$4,200, second by Director Johnson.
Unanimous Approval
 - b) Construction Services \$1,898.75; Construction Observation \$22,097.97; Funding Assistance \$1,246.25; Surveying \$1,984.00, totaling \$27,226.97.
Motion: made by Director Johnson to approve the invoice in the amount of \$27,226.97, second by Vice-Chairman Sheets.
Unanimous Approval
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave discussed the activities on the report with the Board. Dave said that the District map is in need of updating as there are many new District sewer mainlines that do not appear on the map. Jennifer said she has given Dave a box containing all of the District easements that have been collected over the years and hopes that those can be included on the map as well.
5. Discussion and possible action regarding the ownership of the Juniper Street and other private sewer mainlines.
This issue was discussed during the Engineer's Report.
No action taken
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.
Brad reviewed the report with the Board.
7. Discussion and possible action regarding a request by Hubert Gilli for relief of the sewer fees on account for 30 Cascabel Court, due to the house being burned and uninhabitable.
Jennifer told the Board that Brad Bowers drove by this house and saw that the windows are boarded up and the electric meter has been pulled. Director Nohowec said this decision could set a precedence for future turn off requests. It was decided that because sewer cannot be shut off and that the District has no way of determining when

the home is occupied, this request will not be honored. Jennifer was instructed to continue with the current policy. It was later suggested that Mr. Gilli submit the sewer bills to his insurance company.

8. 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 was asked to see if there was a contract with ADOT on the Highway 179 project and also contact Bob Kozak for legal advice

Motion: made by Director Johnson to convene into Executive Session, second by Director Nohowec.
Unanimous Approval

9. 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.
10. Discussion and possible action to give direction to staff regarding the above item.
No action taken.
11. Consent Agenda:
 - a) Approve the meeting minutes of August 19, 2014.
 - b) Approve warrants written in August 2014.

Motion: made by Vice-Chairman Sheets to approve the consent agenda, second by Director Johnson.
Unanimous Approval

12. The Board members may choose to gather at the wastewater treatment plant for a tour of the construction project.
No decisions will be made at this gathering.

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.