

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
September 17, 2013 - 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 – Ruth Kane, Dorothy VandLinde, David Sheets, Martha Nohowec and Lee Meiner present. Joanne Johnson absent.

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; Tom Pender, Pender Engineering, District Engineer; Dave Dirren and Tyson Glock, Sunrise Engineering.

Pledge of Allegiance

2. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Tyson said that two weeks ago he had a submittal meeting with the ADEQ. He said everything went very well and the application was considered complete. Tyson said that ADEQ gave him a timeline of about three to six months.
3. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Permitting Assistance in the amount of \$4,396.25, Hydro Study \$9,818.00, VOCA Sewer project \$1074.25 and Reproduction for ADEQ submittal \$790.95; totaling \$16,079.45.
Motion: made by Director Meiner to approve the invoices for a total amount of \$16,079.45, second by Director VandLinde.
Unanimous Approval
4. Discussion and possible action regarding information collected for the October 16, 2013 VOCA public meeting.
Tom said that he told Mr. Holman that if the assessment district is created and his property is included then he would be required to abandon his septic systems and connect to the sewer.
5. Presentation of the Engineer's Report by Tom Pender of Pender Engineering to include:
 - a) Update regarding the easement for the Sedona Villas sewer line;
Tom said that Henry Reiter provided him language stating that the easement is meant for utilities. Tom was asked to create a letter for Henry to send to the Las Piedras HOA notifying them that the sewer line is in the easement.
 - b) Update regarding erosion around a sewer mainline at 10 Alta Vista;
Tom said he met with both property owners and they have been very accommodating.
 - c) Status of the remaining private sewer collection systems within the District.
Tom said he hasn't done much on the private lines yet.
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 said the reuse sent to the golf course has been minimal due to the rain. He said the month of August was very busy. He said the soft starts went out on the reuse pump and a blower. Brad said they rebuilt the headworks and replaced the brushes.

7. Discussion and possible action regarding needed repairs to some of the District's sewer mainlines revealed in the recent video by ProPipe.
Motion: made by Director Meiner to approve the repairs in an amount of \$13,000.00, second by Director Sheets.
Unanimous Approval
8. Discussion and possible action regarding restaurants with grease traps/interceptors out of compliance and discussion of an additional user fee for same.
Brad will schedule inspections and the results will show if there is an existing problem. Karen suggested having the District perform the pumping. Tom Pender said there is not a current problem with grease. Director Sheets said the issue should be addressed before there is a problem and Director Nohowec agreed. A fee based on the results of testing could be adopted. This item will continue to be discussed. A fee may be considered with the next budget review.
9. Discussion and possible action regarding the open position on the Board of Directors and if applicable, appoint a new Vice-Chair.
Motion: made by Director Vandelinde to nominate Lee Meiner as Vice-Chair, second by Director Nohowec.
Unanimous Approval
10. 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 and Karen reviewed the staff report with the Board.
11. Consent Agenda:
 - a) Approve meeting minutes of August 20, 2013.
 - b) Approve warrants written in August 2013.Motion: made by Director Vandelinde to approve the consent agenda, second by Director Sheets
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.