

## Meeting Minutes

### **Board of Directors of the Big Park Domestic Wastewater Improvement District September 20, 2017 - 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.*

Call to Order. David Sheets, Lee Meiner, David LaFrance, Moneesh Chatterjee, Ruth Kane, Gary Livermont, and Joanne Johnson present.

Also present and participating, Jennifer Bartos, District Clerk; Dakota King, Improvement District Services; Brad Bowers, Environmental Biomass Engineering; and Dave Dirren, Sunrise Engineering.

Pledge of Allegiance

1. Discussion and possible action regarding the Administrative Services Staff Report from Improvement District Services, Inc. regarding staff activities, District financials, budgets, collections, direction to the Clerk for future agenda items and other administrative issues.

- Dakota King reviewed the Administrative Report with the Board.
- The Board decided that they would like to see a Big Park Website independent of the Improvement District Services website.
- The Board wishes to see the result of the grease trap action required letters sent to the four businesses and Los Betos.
- The Board no longer wishes to approve the reconciliation report nor see it in the agenda packet, however they would like to see the report online.
- Director Chatterjee suggested using the mobile TV to use GoToMeeting.
- Regarding the volunteer for the storage project, Dave Dirren stated that Tyson at Sunrise Engineering quoted approximately \$400,000 to build a 6" main for fire suppression is necessary. Director Meiner volunteered to head up the storage project with assistance by Director Kane. Director Sheets stated that the volunteers for the storage projects should return by the November public meeting with a needs assessment report.

2. Consent Agenda:
  - a) Approve the meeting minutes of August 18, 2017;

Moneesh Chatterjee and Ruth Kane be moved to absent.

- b) Approve checks written in August 2017;
- c) Approve reconciliation report.

Motion: made by Director Meiner to approve the consent agenda, second by Director Kane. Unanimous Approval.

3. Presentation of Finance Committee report.

Director LaFrance stated that there was not a September Finance Committee meeting, but the next meeting will occur on October 4th and the agenda would be sent out within the next week. Director LaFrance also reviewed the year-end budget comparison report for 2016-2017, as well as the report for 2017-2018 to the current month. Director Johnson asked about the Ad Valorem tax, and Director LaFrance stated that this would be a main focus for the October Finance Committee meeting.

4. Discussion and possible action to determine legal services for the Zambrano Land Donation project and the 179 / Jacks Canyon Road capacity.

Jennifer reviewed the situation involving Chris Kramer's decision to leave Gust Rosenfeld. Jennifer suggested using Gust Rosenfeld for the Zambrano Land Donation

Motion: made by Director Kane to continue legal services with Gust Rosenfeld, second by Director Meiner. Unanimous Approval.

5. Discussion and possible action regarding a proposal for an assessment district and sewer line project for the Sun Dance Townhomes.

Dave Dirren reviewed the information he has gathered to present to Sun Dance Townhomes. Jennifer stated that Dave will be acting on behalf of the Superintendent of Streets, and therefore the increased cost is justified. Director Sheets asked if Jennifer can lay out the payment amounts for the assessments in the presentation, to which Jennifer stated that the payments are all different, and that the Superintendent of Streets and the bond attorney must be the ones to create the payment schedule. Jennifer stated the process involves three main steps; 1) to collect 50%+1 number of eligible signatures within the district, 2) to have the Sun Dance Townhomes directors sign a Letter of Intention, and 3) to allow a period for possible protests. Jennifer asked if customers must connect immediately or if they can wait to connect until their septic system fails. The Board came to a consensus that there is no way to monitor any connection that could occur, and therefore the customers must immediately connect. Jennifer will ask Jeff from Sun Dance Townhomes if their presentation can wait for the October Finance Committee meeting, but if not, Dave and Jennifer will meet with Jeff by September 29th to present this information.

6. Discussion and possible action regarding erosion on the treatment plant site.

Dave asked if he could have a geotechnical engineer look at the erosion.

Motion: made by Director Meiner to have Dave order a geotechnical engineer to the site to review the erosion, not to exceed \$500.00, second by Director Johnson. Unanimous Approval.

7. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, GIS updates and grease trap installs/inspections.

Dave stated that the wall around lift station 10 is almost completed, it just needs a correct color of paint. Dave stated that he had Dave Grondin from Green Earth come out and look at the slope stabilization and rock placement. Jennifer stated that it would be beneficial to receive a quote from Green Earth to cut the weeds to the west of the treatment plant. Dave stated that there has been several residential requests for hook-up in the previous month. Dave stated that the Speakeasy has met all requirements and is no longer being held up by Big Park DWWID. Dave further stated that the bathrooms at the Sedona Vista Village (formally the Outlet Mall) are still unlocked.

8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$8,426.75.

Director Johnson asked about the status of the GIS project, and Dave stated that they were waiting on ProPipe for phase 3. Director Chatterjee asked for a log-in to the Sunrise GIS for board members with no edit abilities, and also to see the customer portal online on the new Big Park Website.

The Big Park Board discussed charges from SEI regarding work conducted with customers seeking advise regarding hookup to the sewer system. Questions were raised by Jennifer and other Board members as to what services SEI should provide to customers that are appropriate for billing to the District. It was agreed by Board members that Jennifer should be the point of contact for any services provided by SEI that may be billable to either the customer or the District. Otherwise, these charges may not be approved for reimbursement to SEI.

Motion: made by Director Meiner to approve the invoices from Sunrise Engineering in the amount of \$8,426.75, second by Director Kane. Unanimous Approval.

9. 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 stated that the headwork installation is going well, but is having trouble securing it to the platform. Brad indicated that some cleanup of the site has been completed including signage, the temporary gate and some other items on the property. All other items are scheduled to be removed prior to the visit of the Coconino Plateau Watershed Partner group visit.

10. Discussion and possible action to approve Juan's Landscaping mowing weeds on the District's property along Hutson Lane, in the amount of \$4,000.

Brad stated that the current quoted amount was for the removal of weeds within 10 feet of the road. The Board decided to wait for a quote from Green Earth regarding the weeds.

11. Discussion and possible action regarding ongoing issues:
  - a) Create a district policy regarding hook-ups requiring a large amount of construction;
    - Director Chatterjee reviewed that he had volunteered for this project.

- b) A tour for the Coconino Plateau Watershed Partner Group;
- c) Equipment at the treatment plant;
- d) Landscape with rock stock pile;
- e) Landscape maintenance for wastewater treatment plant site;
- f) Refurbishing the reuse lift station;
  - The Finance Committee will review the reuse station in October.
- g) Storage building for WWTP.

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.