

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
September 21, 2016 - 9:00 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, Ruth Kane, Joanne Johnson, Dorothy VandLinde, Moneesh Chatterjee and David LaFrance present. Lee Meiner absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk, Improvement District Services, Inc.; Diana King and Dakota King, Administrators, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services.

1. 9:00 – Study Session for discussion of the operation services contract.
Vice-Chairman Sheets reviewed the information shared with Brad Bowers regarding research on the cost for the operation. He said given the information provided to Brad it would have been sufficient for him to come back with better numbers. Vice-Chairman Sheets said that Brad asked for two weeks to consider his position. Brad presented the Board with a proposal dated September 9. Vice-Chairman Sheets is recommending the Board accept the dollar amount for the current time with an annual contract that contains a stipulation that it be subject to cancellation on a monthly basis, and the Board create a RFP and call for bids as soon as possible. Jennifer was asked to get a proposal from Sunrise and one other engineering firm to create the RFP.

10:00 – Regular Meeting

Motion: made by Director Chatterjee to move to item #7, second by Director Johnson.
Unanimous Approval

2. Discussion and possible action regarding grease trap inspections.
Brad Bowers told the Board that he spoke to about 15 restaurant managers. The Board asked that Dave Dirren report every month on the progress of the grease trap program.
3. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$4,164.
Motion: made by Director Kane to approve the invoice in the amount of \$4,164.00, second by Director Johnson.
Unanimous Approval
 - b) Warranty observation and Board correspondence \$1,035.
Motion: made by Director LaFrance to approve the invoice in the amount of \$1,035.00, second by Director Kane.
Unanimous Approval
4. 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.
Vice-Chairman Sheets told Brad the Board will agree to the \$25,650.00 on a month to month basis and the Board will look at sending out an RFP. He said the Board will put together a timeline. Diana confirmed the new contract price will begin November 1st.

5. Discussion and possible action to approve the invoice from Environmental Biomass Services for additional services in the amount of \$1,722.90.
Motion: made by Director LaFrance to approve the invoice in the amount of \$1,722.90, second by Director Johnson.
Unanimous Approval
6. Discussion and possible action to approve a proposal for the removal of tumbleweeds on District property.
Motion: made by Director Johnson to approve the proposal from Quidera Scapes in the amount of \$2,200.00, second by Director Kane
Unanimous Approval
Brad Bowers was asked to get three bids from contractors to keep the property free of erosion and weeds
7. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, District financials, direction to the Clerk for future agenda items and other administrative issues.
Jennifer and Diana reviewed the report with the Board. Jennifer was asked to place disconnection and foreclosures on the next agenda. She was asked to contact the attorney for a possible telephonic meeting.
8. Consent Agenda:
 - a) Approve the meeting minutes of August 15 and 17, 2016;
 - b) Approve warrants written in August 2016.
 - c) Approve reconciliation report.Motion: made by Vice-Chairman Sheets to approve the consent agenda, second Director LaFrance.
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.