

## Meeting Minutes

### **Board of Directors of the Big Park Domestic Wastewater Improvement District January 17, 2018 - 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., 3603 Crossings Drive Prescott, AZ 86305. 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 - Pledge of Allegiance. David Sheets, David LaFrance, Moneesh Chatterjee, Ruth Kane, and Joanne Johnson present. Lee Meiner absent.

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

1. Discussion and possible action to appoint Ruth Kane, Gary Livermont, and David Sheets to the BPDWWID Board of Directors.

Motion: made by Director LaFrance to appoint Ruth Kane, Gary Livermont, and David Sheets to the BPDWWID Board of Directors, second by Director Chatterjee. Unanimous Approval.

2. Discussion and possible action to elect a chair and vice-chair if applicable for the 2018 calendar year.

Director LaFrance nominated Director Sheets to the position of chair, second by Director Chatterjee. Unanimous Approval.

Director LaFrance will remain vice-chair. Unanimous Consent.

3. 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.

Director LaFrance asked about the \$25,000.00 bill, to which Brad responded that it is the price for a new pump that will be discussed on a later item in the agenda. Jennifer stated that, after the occurrence with Pro-Pipe, she would recommend sending out a postcard notice warning affected customers that their traps will be empty. Brad stated that he had spoke with the owner of Minami, and ensured they were in compliance. Director LaFrance asked if Pro-pipe is done for the calendar year, to which Brad responded that they are, and have used the entirety of the budget line item allocated for Pro-Pipe. He also stated that the treatment plant has passed the Aquatic Consulting & Testing assessment. Brad stated that he had found a break on a line off of Verde Valley School Road with several erosion locations, and is working to solve this issue.

4. 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.

Director Johnson asked if anything can be done on the Susan Pace property, to which Jennifer stated that the lien could be foreclosed, but the legal fees would be significant.

5. Consent Agenda:
  - a) Approve the meeting minutes of December 13, 2017;

Director Chatterjee expressed concern that the Board previously agreed to review all contracts in January, but it is not in the current agenda. Director LaFrance recommended to discuss this on the next months meeting.

Motion: made by Director LaFrance to approve the consent agenda, second by Director Johnson. Unanimous Approval.

- b) Approve checks written in December 2017;

Director LaFrance stated that there are customers who have signed up for auto-withdraw and also paid separately, wishing later to have the amount refunded.

Motion: made by Director Johnson to approve checks written in December 2017, second by Director Livermont. Unanimous Approval.

6. Presentation of Finance Committee report regarding the Finance Committee meeting of January 3, 2018.

Director LaFrance reviewed the discussions from the Finance Committee meeting. He stated that the committee decided to have a written document to supplement the presentation and to send out to Sundance homeowners who were not in attendance. The next Finance Committee meeting will occur on February 7. Director LaFrance stated that the O&M fund and capital fund of the District are currently in good financial shape. Director Chatterjee would like a presentation from Brad discussing operation costs.

7. Discussion and possible action to approve an annexation request from Frank Fiore to annex parcel 405-28-013K.

Motion: made by Director Kane to approve the annexation request from Frank Fiore to annex parcel 405-28-013K, second by Director LaFrance. Unanimous Approval.

8. Discussion and possible action regarding suggested changes to the ERU table in the District Ordinance, including patio seats and laundromats.

Jennifer reviewed the history of the acquisition of the ERU table. She expressed that she believes that outdoor seats should count for less ERUs than in an indoor space. Director Livermont stated that the ERUs are a method of ensuring a capacity for sewer availability while running at maximum capacity. Director Chatterjee stated that all of the restaurants with outdoor sitting would also have to be reevaluated if the exception is made. Chairman Sheets asked if the ERU table needs to be redone, now that it is approximately 20 years old. Jennifer stated that Big Park user fees are about average of the surrounding area, which leads her to believe that the ERU table is sound. Brad Bowers stated that even though household appliances state they are more efficient, it only affects the hydraulic flow. No action taken.

9. Discussion and possible action to purchase replacement pump(s) for the reuse lift station in the amount of \$25,690.00.

Director Johnson stated that this issue is contingent upon the contract with VOCA, and Director LaFrance stated that the contract does not end until 2020. Director LaFrance asked if VOCA has enough wells to pull enough water for their pond, and Brad responded that they do, however, they are quite expensive. Chairman Sheets recommended speaking with Earl at VOCA about the reuse, showing the Big Park expenses regarding reuse. Chairman Sheets gave direction to Brad to vaguely discuss with Earl the expenses to the District regarding the reuse line. Tabled until the next public meeting.

10. 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.

Chairman Sheets reviewed the pictures that were taken at the treatment plant.

11. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$944.50

Motion: made by Director Johnson to approve the invoice from Sunrise Engineering for District Engineering & GIS Project Services in the amount of \$944.50, second by Director Livermont. Unanimous Approval.

12. Presentation, discussion, and possible action regarding marketing strategies including:
  - a) Sundance Townhomes; and
  - b) future system expansion, including sewer service on Rojo Drive

Director LaFrance asked who to contact at Sundance to set up the meeting. Jennifer stated she would call Sundance to inform them that the DWWID is looking to have a meeting with the Sundance homeowners. Item tabled until the next public meeting.

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.

Meeting adjourned at 11:33 a.m.