

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

October 15, 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, Lee Meiner, David Sheets, Joanne Johnson and Martha Nohowec present. Dorothy Vandelinde 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; Chris Kramer, Dickinson, Wright, Mariscal & Weeks.

Pledge of Allegiance

2. Discussion and possible action regarding a request by John Ninomiya and Marjorie Walters to annex parcel #405-27-803 at 345 E. Saddlehorn Road.
Tom Pender said he spoke with the property owner and gave them the options for connection. He said they will need an easement from Sedona Golf Resort to reach the sewer line.
Motion: made by Director Sheets to approve the annexation for parcel #405-27-803, second by Director Nohowec.
Unanimous Approval
3. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and the APP Permit.
Tyson Glock said he received a letter from the ADEQ regarding some minor modifications to the submittal. He said that he responded to them about two weeks ago addressing each issue. Tyson said that there has been a question raised regarding the District's obligation to install a ground water monitoring well. Tom Pender and Jennifer Bartos said that during the previous permitting process a ground water monitoring well requirement was not imposed due to the lack of private wells in the area. Tyson said he will relay this information to the ADEQ staff.
4. Discussion and possible action regarding proposed Ordinance Amendments to cover mandatory connection policy and existing sewer acceptance procedures and requirements.
Tom Pender submitted a proposed Ordinance Amendment to the Board for acceptance of existing sewer systems. Jennifer Bartos submitted proposed Mandatory Connection language for an amendment. She said that even though the District has an adopted Master Plan, a clearer phrase of this requirement could be added.
Motion: made by Director Johnson to approve the Ordinance Amendment for Mandatory Connection and Existing Sewer Acceptance Process; set the hearing date and time as November 19 at 9:30, second by Vice-Chair Meiner.
Unanimous Approval

Motion: made by Director Johnson to convene into executive session, second by Director Sheets
Unanimous Approval
5. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Permitting Assistance \$1,733.75 and \$72.50 for Additional Services VOCA Sewer Expansion, totaling \$1,806.25.

Motion: made by Director Sheets to approve the invoices in the amount of \$1,806.25, second by Vice-Chair Meiner
Unanimous Approval

6. 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 Pender told the Board that Henry Reiter had submitted some documents for his review. Tom said he was having difficulty communicating with the Las Piedras management company. Director Sheets provided Tom with additional contact information.
 - b) Update regarding erosion around a sewer mainline at 10 Alta Vista;
Tom said he met with Arizona Northern Equipment at the site and they provided him with a quote exceeding \$10,000. Tom said he will obtain two other written quotes and will choose the contractor.
 - c) Status of the remaining private sewer collection systems within the District.
Tom said his work on this project will continue after the proposed Ordinance amendment is considered.
7. 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. He said it was a very busy month. Due to the amount of rain, there was less effluent sent to VOCA.
8. 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.
Discussion and consultation with the District's attorney for legal advice and to consider the District's position and instruct its attorney regarding pending or contemplated litigation: BPDWWID v. Gilgoff et. al., CV201280328; BPWWID v. Gilgoff, et al., CV201280329; BPWWID v. Gilgoff, et al., CV201280330; BPWWID v. Camino del Diamante, et al., CV201280331; BPWWID v. Easterday, et al., CV201280332. A.R.S. §38-431.03(A)(3) & (4).

Motion: made by Vice-Chair Meiner to convene into regular meeting, second by Director Johnson.
Unanimous Approval

9. Discussion and possible action to give direction to staff and the District's Attorney for the above item.
No action taken
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 report with the Board. Tom Pender said he also has spoken to a few people regarding possible connection of 10 Hutson Lane.
11. Consent Agenda:
 - a) Approve two meeting minutes of September 17, 2013.
 - b) Approve warrants written in September 2013.

Motion: made by Vice-Chair Meiner to approve the consent agenda, second by Director Johnson.
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.