

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District October 18, 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 - Moneesh Chatterjee, Ruth Kane, David Sheets, Gary Livermont, David LaFrance, Joanne Johnson, & Lee Meiner present.

Also present and participating - Dakota King, Designated District Clerk & Improvement District Services; Dave Dirren, Sunrise Engineering; Brad Bowers, Environmental Biomass Technologies.

Pledge of Allegiance

1. Presentation of the GIS system by Jarom Hlebasko of Sunrise Engineering.

Jarom reviewed the information regarding the GIS system. The Board discussed that it may be important to notify customers on illegal lines that they are considered laterals, and the customer is responsible for those lines. Director Johnson asked about the customers "at capacity", and Dakota responded that this was originally meant for commercial properties that had reached capacity, and would need to pay more capacity fees for more connections.

2. 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 reviewed the staff report with the Board. Regarding the Grease Trap Action letters, the Board directed Brad to meet with the non-compliant organizations, and to notify IDS, who will send a second and final notice giving the customers 30 days to contact IDS. The Board decided not to consider a main line extension at Indian Ruin. The Board will consider a change to the December meeting time during the November public meeting.

3. Consent Agenda:
 - a) Approve the meeting minutes of September 20, 2017;
 - b) Approve checks written in September 2017;

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

4. Presentation of Finance Committee report regarding the Finance Committee meeting of October 4, 2017.

Director LaFrance reviewed the information discussed at the Finance Committee meeting. The Finance Committee reviewed the highest 5-6 items on the budget in an attempt to lessen the costs. Upon discussing the WIFA loan, a call to IDS to Diana King revealed that the capital fund could be used to repay the debt loan. The committee also approved the mission statement, which will be put on the website. The committee is also looking at the costs of reuse to VOCA, and evaluated over the next few Finance Committee meetings. Director Chatterjee asked for time at the next Finance Committee to review the process and requirements for new customers hooking up to the sewer system.

5. Discussion and possible action regarding the land donation of the Zambrano property 405-34-004Y.

Dakota reviewed with the Board about the process for the title search on the property. The Board acknowledged that it will cost approximately \$600 for the title search.

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

Dakota and Dave Dirren reviewed the meeting with Sun Dance Townhomes. Both stated that the meeting went well, but it did not seem as though Sun Dance was committed. Dakota stated that Jennifer had strongly recommended to be present

at any meeting where the assessment were to be presented to the general public. Director Sheets stated that the district has spent enough time on this subject, and any additional time by Sunrise Engineering should be billed to Sunrise, to which Director LaFrance concurred. The Board directed IDS to send all bills regarding Sunrise's work on Sun Dance to Sun Dance.

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

Dave Dirren stated that the erosion project will be competed with a more permanent solution by Green Earth. Director Johnson offered a temporary solution to the erosion problem.

8. 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 reviewed his monthly report with the Board. Director Sheets stated that the Lift Station 10 refurbishment has been completed and he has received many compliments about its appearance.

9. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$5,169.75.

Director Meiner asked about the cost of the work with the Speakeasy, and Dave responded that the District typically covers these costs, and is usually covered in the permit fee. Director Sheets stated that the District should have a set of rules detailing policies for the District, and that it should be stated that if the hook-up costs more than the permit, the customer should be billed. Director Johnson asked about the site visits that appear several times on the Lift Station 10 project.

Motion: made by Director Kane to approve an invoice for \$5,169.75 to Sunrise Engineering, second by Director Meiner. UA.

10. Discussion and possible action to approve an invoice from Green Earth in the amount of \$20,498.62.

Dave reviewed the price estimate from Green Earth regarding the sloped area and tailings, including oil spray. Dave stated that this work would greatly help the maintenance of Hudson Lane.

Motion: made by Director Meiner to approve the estimate and continue work with Green Earth in the amount of \$20,498.62, second by Director Kane. Unanimous Approval.

Director Sheets asked about a start date, and Brad stated he would find out as soon as possible.

11. Discussion and possible action to approve an invoice from Atwell Salvage & Demolition in the amount of \$2,121.55.

Brad stated that the sand filter and recyclable materials are gone, and the work has been completed.

Motion: made by Director LaFrance to approve the invoice in the amount of \$2,121.55, second by Director Meiner. Unanimous Approval.

12. Discussion and possible action to approve an invoice from James, Cooke, & Hobson Inc. in the amount of \$8,388.00.

Brad stated that the price for the VFD for lift station 8 is a good price, and would highly suggest undergoing this work quickly.

Motion: made by Director Meiner to approve the invoice for \$8,388.00, second by Director Kane. Unanimous Approval.

13. Discussion and possible action to approve an invoice from Northern Arizona Construction Services in the amount of \$6,103.75.

Dave stated that this is the final bill for the refurbishment of Life station 10. Director Sheets stated that this invoice would fall within the line item of Lift station 10.

14. 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 headworks have been working so well, that he needs to approve the in-house construction of a stainless steel grate to drain the liquid out of the headworks waste. He also would like a device that makes it easier to throw away the waste from the trash containers that are currently housing the waste. He also stated that the headworks waste does not need to be permitted, and wishes to create a slab, retaining wall, and dumpster exclusively for the headworks trash. Director Kane stated that she does not remember this issue coming up before, to which Brad stated that this is due to a different design of the headworks. In summary, Brad is asking for the approval of the construction of a stainless steel grate in the amount of \$3,000.00 as a first step to the process for disposing of headworks waste.

Motion: made by Director Chatterjee to approve the construction of the grate not to exceed \$3,500.00, second by Director Meiner. Unanimous Approval.

Director Johnson asked about the cost of the UV bulbs, and Brad stated that he uses the full amount allotted by the budget, as they are quite expensive.

15. Discussion and possible action to approve a quote for mowing weeds on the District's property along Hutson Lane.

Green Earth completed the moving of weeds at the price of about \$350.00. Director Sheets asked that Brad keep in contact with Green Earth to pull weeds quarterly or as needed.

16. Discussion and possible action regarding the usage of a storage facility for the Big Park Wastewater Treatment Plant or an off-site storage unit.

Director Meiner stated that, upon extensive research, the storage facility is not feasible. However, he does believe that renting a storage unit in Prescott for housing district documents, and to rent a storage unit to bring on-site to the sewer plant to house additional materials. Director Chatterjee asked if some of the document, that seem to go back to 1984, are still necessary to keep, to which Dakota responded that there are many documents that the District must keep indefinitely for records. The Board authorized the rental of a storage unit and moving of all records to Prescott.

17. Discussion and possible action regarding ongoing issues:

- a) The acquisition and inspection of private lines.

Dave stated that this project is moving forward with Pro-Pipe. Director Sheets instructed that this item be taken off future agendas.

- b) Create a district policy regarding hook-ups requiring a large amount of construction;

- c) Equipment at the treatment plant;

Director Sheets instructed that this item be taken off future agendas.

- d) Landscape with rock stock pile;

Director Sheets instructed that this item be taken off future agendas.

- e) Landscape maintenance for wastewater treatment plant site;

Director Sheets instructed that this item be taken off future agendas.

- f) Refurbishing the reuse lift station;

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.