

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

October 19 2016 - 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 – Lee Meiner, Moneesh Chatterjee, Ruth Kane, Joanne Johnson, Dorothy VandeLinde and David LaFrance present. David Sheets absent.

Pledge of Allegiance

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, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering.

1. Discussion and possible action approve the Operation Services Contract with Environmental Biomass Services. Two clarifications were made to the contract: #19 and #21. Motion: made by Director VandeLinde to approve the contract as modified, second by Director Kane. Unanimous Approval
2. Discussion and possible action regarding proposals from engineering firms to create an RFP for Operation Services. Jennifer was asked to contact Granite Basin Engineering for a more complete proposal.
3. Discussion and possible action regarding the warranty work and charges by Sunrise Engineering to manage that work and a warranty schedule. Tyson Glock of Sunrise Engineering was asked to continue representing the District on warranty issues on a case by case basis as determined by Brad. Diana was asked to retract the invoices to MGC for Tyson's time. Director Chatterjee said in May he asked what the plant capacity is. He said he had asked three times over three and half months. He said now Sunrise is charging the District to give information that should have been part of the design criteria. Dave Dirren said he would review the question with Tyson. In the future, if a Board Member requests tasks from staff/contractor that will incur additional charges then the Board must be informed and approve the task prior to the work being done. Director Chatterjee asked the plant capacity information be included in the documentation.
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include plant capacity, updates on the GIS and grease trap inspections. Mr. Dirren will attend telephonically. Director LaFrance confirmed with Dave Dirren that the GIS should be completed next month. Jennifer asked to contact Chris Kramer to see if the District would be held to the Patel agreement.
5. Discussion and possible action regarding a request by Sedona Golf Resort to have the District repair and improve the appearance of Lift Station #10. Chairman Meiner said he created a list of issues and will submit it to the Board for consideration at the next meeting.
6. Discussion and possible action regarding a possible agreement and/or easement with Sedona Golf Resort for the abandonment of Lift Station #7 project. Dave Dirren said at this time he needs additional survey information. He said the additional survey work will cost approximately \$1,900.
7. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) Questions regarding the \$4,164 invoice presented at the September meeting; No action taken
  - b) District Engineering Services \$7,081.64. Motion: made by Director VandeLinde to approve the Sunrise invoice in the amount of \$7,081.64, second by Director Chatterjee. Unanimous Approval

8. 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 will have the contractor come to a Board meeting and explain the SCADA system and its functions. He asked to have Century Link install the fastest internet possible.
9. Discussion and possible action regarding bids from landscape contractors to keep the wastewater treatment plant property free of erosion and weeds.  
Brad will ask Green Earth for another proposal.
10. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, direction to the Clerk for future agenda items and other administrative issues to include:
  - a) District financials;
  - b) Lien foreclosures and disconnection of delinquent properties.Jennifer told the Board that the attorney was unable to attend this meeting because he is out of the Country. She suggested that one or more Board members may want to consider assisting with legislative changes. Jennifer said one of the Sunrise invoices arrived after the agenda was finalized. She was asked to hold the Sunrise invoice in the amount of \$172.50 for the next meeting
11. Consent Agenda:
  - a) Approve the meeting minutes of September 21, 2016;
  - b) Approve checks written in September 2016;
  - c) Approve reconciliation report.Motion: made by Director Johnson to approve the consent agenda, second by Director Kane.  
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.