

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
October 20, 2015 - 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.

1. Call to Order – Lee Meiner, David Sheets, Ruth Kane, Joanne Johnson and Dorothy VandeLinde present. Moneesh Chatterjee absent.

Also present and participating in the meeting: Jennifer Bartos and Diana King, Administrators, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass; Dave Dirren and Tyson Glock, Sunrise Engineering

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project. Tyson said the treatment plant will be completed in November. The start-up will be October 27.
3. Discussion and possible action regarding Change Order #27 from MGC for fence modification in the amount of \$6,305.
Motion: made by Vice-Chairman Sheets to approve Change Order #27 in the amount of \$6,305, second by Director Johnson.
Unanimous Approval
4. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays.
Tyson said the project is approximately 60 days behind schedule. He asked the Board for direction on what he should talk to MGC about with regard to liquidated damages. Tyson was directed to start the conversation with MGC and come back to the Board at the next meeting with more information.
5. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering.
Dave gave the Board information on the status of the GIS. He said the Full Moon Saloon needs a grease trap. Brad said Blue Moon needs a grease trap too. Vice-Chairman Sheets said he would like to see a monthly report on grease traps at every meeting. Dave and Brad will create a policy and Diana will give Brad a list of restaurants. Dave said he is reviewing the plans for a low pressure sewer line extension.
6. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$1,312.50; District Maps \$1,116.25; GIS Phase 1 \$1,245.00; Plotting & Printing \$306.37 - Total invoice \$3,980.12.
Motion: made by Director Kane to approve the invoice in the amount of \$3,980.12, second by Director VandeLinde.
Unanimous Approval
 - b) Construction Administration \$57.50, Construction Observation \$3,857.67; Final Design \$4,468.63; Funding Assistance \$583.75, Permitting Assistance \$460.00 – Total invoice \$9,427.55.
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$9,427.55, second by Director Kane.
Unanimous Approval

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 answered questions regarding his report.

Motion: made by Director Johnson to move to item #11, second by Vice-Chairman Sheets.
Unanimous Approval

8. Discussion and possible action regarding a project to abandon or upgrade Lift Station #7. Dave Dirren said the estimate to abandon Lift station #7 would be approximately \$115,000. Dave was asked to speak with the Golf Resort. Dave and Brad are to bring back a report at the next meeting.
9. Discussion and possible action regarding an effluent meter and totalizer. These items are on the PSM budget item so no further approvals are required.
10. Discussion and possible action regarding a request from VC Naik for 5.84 ERU's of capacity for parcel #405-27-328B, expansion of the LaQuinta to the Holiday Inn Express.
11. Discussion and possible action regarding a request from Tom Pender, Pender Engineering, for 3.38 ERU's of capacity for Pine Realty parcel #405-33-172C to be The Healing Center.

Motion: made by Director VandeLinde to give Jennifer Bartos the authority to approve commercial capacity requests, second by Director Johnson.
Unanimous Approval

12. Discussion and possible action regarding the Administrative Services Staff Report from Jennifer Bartos of Improvement District Services, Inc. regarding staff activities, District financials and direction to the Clerk for future agenda items. The Board would like to have a written staff report and they will ask questions, but staff does not need to review the report. Jennifer and Diana told the Board that a large number of customers have requested the District provide an auto draft service and/or accept credit cards. Jennifer said that currently the District's bank account with Chase is under the County umbrella and they will not allow any additional services. She said the District would need to take the account out from under the County accounts and have an individual account. Direction was given to staff to pursue changing the account and the additional services.

13. Consent Agenda:
 - a) Approve the meeting minutes of September 15, 2015;
 - b) Approve warrants written in September 2015.

Motion: made by Director Kane to approve the consent agenda, second by Director VandeLinde.
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.