

Changes Proposed by Director Sheets

Draft Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District November 15, 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 - Pledge of Allegiance. Gary Livermont, Moneesh Chatterjee, David LaFrance, David Sheets, Joanne Johnson, Lee Meiner, and Ruth Kane present. Also present and participating: Jennifer Bartos, District Clerk, Dakota King, Improvement District Services; Brad Bowers, Environmental Biomass Services; Eva Hirsch, member of the community.

Motion: made by Director Meiner to move item 2a to the first item of discussion, second by Director Kane. Unanimous Approval.

1. 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 Meiner asked about the shelving in the storage unit, and recommended getting a shelving unit that will not melt in the heat. The Board mutually agreed that December 13th would be a fitting date for the next board meeting, but may cancel the meeting if there is not enough materials to discuss. Jennifer stated that the land donation is currently on hold due to Ramon Zambrano.

2. Discussion and possible action regarding a request to waive the late fees from:
 - a) Account 19013-1;

Motion: made by Director Meiner to waive the late fees and lien fees for account 19013-1, second by Director Chatterjee. Unanimous Approval.

- b) Account 60102-1;

Dakota discussed that this customer had been activated in February and had not yet paid a sewer bill.

Motion: made by Director Chatterjee to waive the late fees and lien fees for account 60102-1, second by Director Johnson. Unanimous Approval.

3. Discussion and possible action regarding the disconnection of parcel 405-50-029 in Sedona Golf Resort Parcel G.

Jennifer indicated that this customer has been severely delinquent numerous times over the past xx years and continues to be in delinquent status. The Board unanimously agreed that IDS and EBS should move forward with this disconnection.

4. Consent Agenda:
 - a) Approve the meeting minutes of October 18, 2017;

Motion: by Director Kane to approve the meeting minutes of October 18, 2017, second by Director Meiner. Unanimous Approval.

- b) Approve checks written in October 2017;

Director LaFrance stated that the fee for the check reader is partially being paid for by IDS.

Motion: made by Director Meiner to completely cover the cost of the check reader, rather than have IDS continue to pay part of the cost. Second by Director Livermont. Unanimous Approval.

Director Sheets asked about the two checks to USA Bluebook for the same amount and whether they were duplicates. Director LaFrance confirmed they were not duplicate payments.

Motion: made by Director Johnson to approve the checks written in October 2017, second by Director Kane. Unanimous Approval.

5. Presentation of Finance Committee report regarding the Finance Committee meeting of November 1, 2017.

Director LaFrance summarized the items covered by the Finance Committee at their meeting ~~that had occurred~~ on November 1. He stated that the committee had further discussed the process for approving billable work for the District by SEI. He also reviewed the discussion regarding the water reuse rates and liability. Director LaFrance stated that he would recommend renegotiating the contract with VOCA before its expiration which occurs in 2020. Director Sheets questioned whether a contract between VOCA and BPDWWID was even necessary. Director Chatterjee recommended that the transmission of water be placed on VOCA rather than the District. Director LaFrance asked Jennifer to contact the District's attorney and ask whether a contract was necessary and to report her findings back to the Board.

Director LaFrance also stated that the SCADA system project has been discontinued until further notice.

6. Presentation by Director Chatterjee regarding a district policy regarding hook-ups, followed by discussion and possible action to authorize the utilization of \$100,000 from the Capital Fund toward expansion of sewer lines.

Director Chatterjee reviewed the current status of district hook-up policy and its. He also discussed three different proposed options for changing the hook-up policy. Director Sheets referenced Sundance Townhomes, and stated that the District has never asked the customer what they are willing to contribute. Director LaFrance stated that the District may consider discussing with Sundance the possibility of the District contributing toward the construction as a means of incenting this potential customer to move forward with establishing sewer service to their location. Director Sheets would like IDS to pursue Sundance to see what it is they would need to start construction. Director Sheets recommended having the main or only agenda item for December be regarding the marketing strategy toward Sundance as well as future sewer line expansions. Director Livermont recommended keeping in contact with Sundance so they will not move forward with any other alternative projects, and mention that the District is still interested in working with Sundance. Brad stated that, as a further incentive, Sundance can have their pumped affluent dumped at the District's facility until construction is complete.

7. Discussion and possible action to review and approve the contract for the Zambrano property acquisition 405-34-004Y.

This item was tabled until further updates from the donor are received.

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.

Director Sheets expressed concern regarding ~~for~~ the number of billed calls handled directly by SEI with customers or potential customers, stating that customer/potential customer requests for engineering services by SEI should be cleared by IDS before SEI responds to the inquiry.

9. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$9,089.25.

Motion: made by Director Meiner to approve the invoice for \$9,089.25, second by Director Kane. Unanimous Approval.

10. 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 indicated there were errors in the previous report and have been corrected in the current report. Brad also stated that he has not heard from Green Earth regarding the start date for the work at the plant that was approved by the Board. Brad indicated he would follow-up with Green Earth and report to the Board when the work would commence. Brad also indicated that the plant site has now had all the trash removed from the site.

11. Discussion and possible action to ratify the renewal of the Environmental Biomass Services contract.

Director Sheets stated that the Finance Committee had discussed removing the clause regarding automatic renewal, and instead have the clause state the contract will be reviewed once per year during the January meeting. An amendment was prepared by IDS and signed by Director Sheets that updated the contract per this recommendation.

Motion: by Director Meiner to ratify the renewal of the EBS contract, second by Director Livermont. Unanimous Approval.

12. Discussion and possible action to establish the 2018 Board of Directors meeting dates and change the date of the December Board of Directors meeting.

The Board mutually agreed the December meeting will take place on December 13th.

Motion: by Director Meiner to approve the meeting dates of 2018 meeting, second by Director Kane. Unanimous Approval.

13. Discussion and possible action regarding ongoing issues:
 - a) The acquisition and inspection of private lines;
 - b) Create a district policy regarding hook-ups requiring a large amount of construction;
 - c) Equipment at the treatment plant;
 - d) Landscape with rock stock pile;
 - e) Landscape maintenance for wastewater treatment plant site;
 - 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.