

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
November 17, 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, Moneesh Chatterjee, Joanne Johnson, Dorothy VandeLinde and Ruth Kane present.

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

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project. Tyson gave the Board an update on the project. He said they will do the final punch list today.
3. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays. Tyson reviewed the cost and delays with the Board. Brad said that MGC has done many extras over the project. It was suggested to exchange any damages for laying asphalt chips on the road. Tyson will meet with MGC first before the Board makes a final decision.
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering. The Board would like to see a GIS update in January.
5. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$75.00; BOD Meetings \$975.00; Grease Trap Review \$75.00; District Map Updates \$75.00; List station #7 \$112.50; GIS Services \$18,362.00 - Total invoice \$19,674.50.
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$19,674.50, second by Director Johnson.
Unanimous Approval
 - b) Construction Administration \$318.75; Construction Observation \$2,406.88; Post Construction Services \$4,996.00; Funding Assistance \$72.50; Construction Services \$13,064.59 - Total invoice \$20,858.72.
Motion: made by Director Johnson to approve the invoice in the amount of \$20,858.72, second by Director Kane.
Unanimous Approval
6. 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. The Board reviewed the report.
7. Discussion and possible action regarding grease trap inspections and requirements. Dave Dirren said he and Brad are working on an Ordinance amendment. Dave said they will have a preliminary report for the Board at the December meeting.
8. Discussion and possible action regarding a project to abandon or upgrade Lift Station #7. Dave said they met with the Sedona Golf Resort and there will be future discussions. Dave and Brad will create a 5-year cost comparison to present to the Board at the January meeting.

9. 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.

Jennifer was asked to speak with the attorney to get an estimate of the cost for legal fees and appraisals for property purchase.

10. Consent Agenda:

- a) Approve the meeting minutes of October 20, 2015;
- b) Approve warrants written in October 2015.

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