

Meeting Minutes  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
November 18, 2014 - 9:30 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.*

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

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

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project. Tyson Glock gave the Board an update on the project. He said that the ADEQ has finally sent the AZNPDES permit to the EPA. Jennifer asked when the project is expected to be completed. Tyson said around the first of June. No action taken.
3. Discussion and possible action regarding contract change orders #006, 009, 010, 011, 012, for MGC Contractors, Inc. on the 2012 Treatment Plant Modification Project. Tyson said the final cost for these change orders is -\$2,448.  
Motion: made by Vice-Chairman Sheets to approve the change orders, second by Director Kane.  
Unanimous Approval
4. Discussion and possible action regarding a request from Pam and Craig Stromme to annex the property at 161 Vista Mesa Drive, parcel #405-34-018L. Dave Dirren said there were originally two parcels to be annexed, but we did not receive complete paperwork on parcel M. Jennifer said a request for parcel M will come next month.  
Motion: made by Director VandeLinde to approve the annexation contingent upon providing the District with the property legal description and map, second by Director Nohowec.  
Unanimous Approval
5. Discussion and possible action to approve invoices from Sunrise Engineering for:
  - a) District Engineering Services: Miscellaneous \$212.50; BOD Meeting \$525.00; Grease Trap Reviews \$112.50, Private Sewer Ownership Transfers \$375.00 and Reimbursable Expenses \$73.75, totaling \$1,298.75.  
Motion: made by Vice-Chairman Sheets to approve the invoice in the amount of \$1,298.75, second by Director Nohowec.  
Unanimous Approval
  - b) Construction Services \$978.75; Construction Observation \$20,595.73; Funding Assistance \$1,826.25; Permitting Assistance \$2,504.75; Surveying \$496.00, totaling \$26,401.48.  
Motion: made by Director Kane to approve the invoice in the amount of \$26,401.48, second by Director Nohowec.  
Unanimous Approval
6. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering. Jennifer was instructed to charge the new Natura Spice account as 1.5 ERU's. The Board asked Dave to pursue obtaining the easement needed from VOCA to access to Chaparral Drive to the sewer line on Hwy 179.
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 reviewed the report with the Board.

8. 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 contact Brown and Brown regarding the Wild Turkey Townhouse sewer line. The Board asked Jennifer to contact Chris Kramer for a monthly update and the Board would also like to have a quarterly report on delinquencies. Jennifer said she would provide this report prior to each billing cycle.

9. Consent Agenda:

- a) Approve the meeting minutes of October 21, 2014.

- b) Approve warrants written in October 2014.

Motion: made by Director Kane to approve the consent agenda, second by Vice-Chairman Sheets.

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.