

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
November 19, 2013 - 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 – Ruth Kane, Lee Miner, Joanne Johnson, David Sheets, Dorothy Vandelinde and Martha Nohowec present.

Also present and participating in the meeting were: Jennifer Bartos, District Clerk / Administrator and Karen Davis, Administrator, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Tom Pender, Pender Engineering, District Engineer; Dave Dirren, Sunrise Engineering

Pledge of Allegiance

Hearing:

Open Public Hearing on District Ordinance Amendments 2013
Chairperson Kane opened the meeting.

Article 1 – Definitions – Update District Office address to 1965 Commerce Center Circle, Suite A
Section 303 – Existing Sewer System Acceptance process will be included
Section 401.A - Mandatory Connection - Any property within the boundaries of the District, with a sewer mainline running adjacent to or within 100 feet of the property is required to connect to the District wastewater system in accordance with the provisions of this Ordinance.

Hearing no comments the hearing was closed.

Close Public Hearing on District Ordinance Amendments 2013

Convene into Special Meeting:

2. Action to adopt District Ordinance Amendment No. 2013-1.
Motion: made by Director Sheets to adopt Ordinance Amendment 2013-1, second by Director Vandelinde.

Motion: made by Vice-Chair Meiner to convene into regular meeting, second by Director Johnson.
Unanimous Approval

Convene into Regular Meeting:

3. Discussion and possible action to approve Resolution No. 2013-3 to annex parcel #405-27-803 at 345 E. Saddlehorn Road.
Motion: made by Director Johnson to adopt Resolution No. 2013-3, second by Vice-Chair Meiner
Unanimous Approval

4. Discussion and possible action regarding the progress of the 2012 Treatment Plant Modification Project, ADEQ submittal and permits.
Dave Dirren said everything is in to the ADEQ and we are just waiting for them to give their approval.
5. Discussion and possible action to approve invoices from Sunrise Engineering, Inc. for Permitting Assistance \$805.00 and VOCA Sewer Conceptual Review \$925.75, totaling \$1,730.75.
Motion: made by Vice-Chair Meiner to approve the invoice in the amount of \$1,730.75, second by Director Vandelinde
Unanimous Approval
6. Presentation of the Engineer's Report by Tom Pender of Pender Engineering to include:
 - a) Update regarding the easement for the Sedona Villas sewer line;
 - b) Update regarding erosion around a sewer mainline at 10 Alta Vista;
 - c) Status of the remaining private sewer collection systems within the District.Tom said he got quotes for the repair work for Pinion Woods from MGC, Tiffany Contracting (low bidder), and Arizona Northern Equipment. For the Tonto sewer line replacement, Tom received bids from these three contractors and Arizona Northern Equipment was low bidder. He will review the bids and report back to the Board. Tom said he has received plans from the owners of Lot 40, Cathedral View regarding the easement. He said that they understand that if the easement needs access then they would have to move the improvement.
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.
Almost 73% of effluent was sent to VOCA, Liftstation #2 had an impeller issue, Liftstation #10 has been having a problems and he would like to install Flyght pumps.