

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

December 14, 2016 - 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 – Lee Meiner, David Sheets, Moneesh Chatterjee, Joanne Johnson, Ruth Kane, Dorothy VandeLinde and David LaFrance.

Pledge of Allegiance

Also present and participating in the meeting: Jennifer Bartos, Diana King, Dakota King and Stormy Gormley, Improvement District Services, Inc.; Brad Bowers, Environmental Biomass Services; Dave Dirren, Sunrise Engineering; Loren and Joyce Cunningham, CPA.

1. Discussion and possible action regarding the RFP for Operation Services by Sunrise Engineering.
The Board reviewed the draft RFP. Dave Dirren will make some minor modifications to the RFP and submit to the Board next month.
2. Discussion and possible action regarding the Administrative Services Staff Report from Dakota King of Improvement District Services, Inc. regarding staff activities, District financials, direction to the Clerk for future agenda items and other administrative issues.
Regarding Account #30033-1, it was suggested that we contact Big Park Water and Dave LaFrance will talk to neighbors.
3. Consent Agenda:
 - a) Approve the meeting minutes of November 16, 2016;
 - b) Approve checks written in November 2016;
 - c) Approve reconciliation report.Motion: made by Vice-Chairman Sheets to approve the consent agenda, second by Director LaFrance.
Unanimous Approval
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include plant capacity, updates on the GIS and grease trap inspections.
Dave Dirren suggested a "Go To Meeting" with Jerom at the next meeting.
5. Discussion and possible action regarding a request by Sedona Golf Resort to have the District repair and improve the appearance of Lift Station #10.
The ownership of the land was in question. No action taken.
6. Discussion and possible action regarding an update on the status of the removal of lift station #7 including start date from Dave Dirren.
Dave Dirren will work with SGR on abandonment of the lift station.
Motion: made by Director VandeLinde to approve expediting the permit with ADEQ for \$2,000.00, second by Director Johnson.
Unanimous Approval
7. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering & GIS Project Services - \$9,408.85
Motion: made by Director Kane to approve the invoices in the amount of \$9,408.85, second by Director Johnson
Unanimous Approval
8. 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.

9. Discussion and possible action to approve an agreement with Gust Rosenfeld for legal representation regarding the Bhagavanshriji, LLC utility dispute.

Motion: made by Director Kane to approve the agreement with Gust Rosenfeld for legal representation and to request an update every \$4,000 of expenses, second by Director Johnson.

Unanimous Approval

10. Discussion and possible action to establish a Board Ethics committee.

Item tabled to next meeting.

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.