

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
December 15, 2015 - 10:00 a.m.
100 Hutson Lane, 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, Ruth Kane, Joanne Johnson, Dorothy VandeLinde, Moneesh Chatterjee – all present telephonically.

Also 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

Pledge of Allegiance

2. Discussion and possible action regarding an update on the 2012 Treatment Plant Modification Project. Tyson said the punch list is made and the inspector will review tomorrow. The Board agreed that the letter to ADEQ should be sent.
3. Discussion and possible action regarding the project schedule and possible liquidated damages for the WWTP Improvement Project due to delays. Tyson provided the Board with two change orders and told them about one additional change order for grading and cleaning the culvert. Total amount of the three change orders #29, 30 & 31 is \$10,256. The liquidated damages total \$13,793.76. Motion: made by Director Johnson to accept the change orders in exchange for the liquidated damages, second by Director Kane. Unanimous Approval
4. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering. Dave answered questions from the Board regarding his report. Vice-Chairman Sheets said the District should put together a plan of exactly how the project for abandoning lift station #7 would work. Dave Dirren will proceed with putting together the plan. Dave will have Jarom attend the meeting in February to give an update on the GIS.
5. Discussion and possible action to approve invoices from Sunrise Engineering for:
 - a) District Engineering Services \$150.00, Board Meeting Attendance \$600.00, Sewer Connection Requests \$225.00, District Map Updates \$1,153.75, Lift station #7 Evaluation \$525.00, Grease Trap Requirements \$275.00, GIS Services \$1,590.00 - Total invoice \$4,518.75. Motion: made by Director Kane to approve the invoice in the amount at \$4,518.75, second by Director Johnson. Unanimous Approval
 - b) Construction Administration \$143.75, Construction Observation \$2,137.84, Board Meeting Attendance \$402.50, Funding Assistance \$766.25, Construction Services \$2,894.35 - Total invoice \$6,344.69. Motion: made by Director Johnson to approve the invoice in the amount of \$6,344.69, second by Director VandeLinde. 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.