

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
May 19, 2022 – 9:00 a.m.
VIA ZOOM VIDEO CONFERENCE

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., 3603 Crossings Drive Prescott, AZ 86305. 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/81381507544>

Meeting ID: 813 8150 7544

Dial by your location: 669-900-9128 US (San Jose), 253-215-8782 US (Tacoma), (346) 248 7799 US (Houston)

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Contact jbartos@idsadmin.com to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Rich Gardner, Jim Kautz, Gary Livermont and Joanne Johnson present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Diana King, Administrator, Wendy Skaggs, Admin Assistant, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering; Bill Weber, Insurance Broker, NFP

1. Discussion with Bill Weber of NFP and possible action regarding increased insurance coverage for pollution. Bill Weber reviewed the limited pollution coverage in the current insurance policy and what the coverage would be with an expanded pollution policy. It was discussed that the Operations Contract needs to have a hold harmless clause added.
Motion: made by Director Gardner to approve the expanded pollution policy, second by Director Johnson.
4 votes yes / Livermont abstained
2. Discussion and possible action regarding the Administrative Services Staff Report from Improvement District Services, Inc. regarding staff activities, District financials, budgets, collections, direction to the Clerk for future agenda items and other administrative issues.
Diana explained the WIFA requirement for transferring the reserve payment and the option to use those funds to make the semi-annual payment. Due to the difficulty with the current County policy for warrant writing, she will transfer the \$73,845.62 from the OneAZ checking account into the OneAZ savings account to show the transfer. When the payment to WIFA is issued, she will transfer those funds back into the OneAZ checking account to cover a portion of the WIFA payment.
Jordan Ricca will present the Fiscal Year 20/21 audit at the June meeting.
3. Discussion and possible action regarding the Positive Pay Program with the Yavapai County Treasurer's Office.
Copies of communication to and from the Yavapai County Treasurer's Office were reviewed showing the difficulty with trying to receive complete information on what the Positive Pay Program is, who is monitoring what, the cost to the District, cyber security and what participating in the program requires.
Jennifer requested that the Board give approval to participate in this program only if absolutely necessary in order to access the District's funds that are currently in the Treasurer's account.
Motion: made by Director Gardner to approve participating in the program only as necessary, second by Director Kautz.
Unanimous Approval
4. Discussion and possible action regarding a request from Bogdan & Ewa Janiszewski to annex parcel 405-34-002Y, 30 Hutson Lane, into the District boundaries.
Motion: made by Director Kautz to approve the annexation and adopt Resolution 2022-3, second by Director Johnson.
Unanimous Approval
5. Discussion and possible action regarding a request from Andrzej & Anna Zelek to annex parcel 405-34-004Z, 10 Hutson Lane, into the District boundaries.

Motion: made by Director Kautz to approve the annexation and adopt Resolution 2022-4, second by Director Johnson.

Unanimous Approval

6. Discussion and possible action to approve the meeting minutes from April 21, 2022.
Motion: made by Director Kautz to approve the meeting minutes, second by Director Johnson.
Unanimous Approval
7. Discussion and possible action to approve the checks written in April 2022.
Motion: made by Vice-Chair Livermont to approve the checks written, second by Director Johnson.
Unanimous Approval
8. Discussion and possible action regarding a 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 explained to the Board that a sewer line was Blue Staked wrong because of incomplete plans and subsequently damage to the line occurred when a contractor was boring in that area. He requested that the Board consider updates to the GIS program and two licenses for the GIS program that would allow field staff to have access to current plans. Brad said he paid \$3,000 for the repair. Dave Dirren told the Board that Jarom is working on the updated data.
Motion: made by Director Gardner to approve paying for two GIS program licenses and reimburse E.B.S. for the \$3,000 repair expense, second by Director Kautz.
Unanimous Approval
9. Discussion and possible action regarding the Reuse costs and invoice.
The Board reviewed the form created by Diana and Brad that contains a list of expenses for the reuse equipment maintenance. This form and list of expenses shall be reviewed and approved each time an expense is added to the list.
10. Discussion and possible action regarding the status of the grant funding projects.
Jennifer told the Board that the Yavapai County ARPA Water and Sewer Grant Funding program will award the following grant monies to the District: \$300,000 UV Replacement partial funding, \$205,280 for the Master Plan Update, \$73,578.64 for Acoustic Sewer Line Assessment, and \$58,519 to convert a generator to mobile.
11. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
Due to the potential for the grant funds, Dave Dirren will modify the previous bid package to exclude the equipment and prepare documents to rebid the project.
12. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties.
13. Discussion and possible action regarding the status of the exposed manholes due to erosion in the Las Piedras wash.
Dave Dirren told the Board that drone service to fly and video two washes will be \$3,200. Due to the possibility that the upcoming monsoon rains and flooding could damage the exposed manholes, and that neither the County Flood Control District or the Army Core of Engineers have taken any action, it was agreed that this is an urgent issue that must be addressed promptly and cannot wait for the Board to approve corrective actions.
Motion: made by Director Kautz to approve an amount not to exceed \$10,000.00, including the drone service for two washes, for research to identify a solution to stabilize manholes, second by Director Johnson.
Unanimous Approval
Motion: made by Director Gardner to authorize the Chair and Vice-Chair to approve up to \$100,000 in expenses to stabilize the exposed manholes, second by Director Johnson.
Unanimous Approval
14. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Chairman Sheets to approve the invoice in the amount of \$1,294.50, second by Director Kautz.
Unanimous Approval
15. Discussion and possible action to adopt the Fiscal Year 2022/2023 Tentative Budget, Rates and Fees and if appropriate, set the hearing date and time as June 16 at 9:00 am via Zoom.

Motion: made by Director Gardner to adopt the Fiscal Year 2022/2023 Budget, second by Director Johnson. Further discussion to modify the budget to increase the insurance premium expense to \$65,500, increase the manhole stabilization expense to \$100,000, remove the Upgrade Reuse Line expense \$1,084,490 and remove the Upgrade Reuse Line revenue \$985,900.

Motion: made by Director Kautz to adopt the budget as modified and set the hearing date and time as June 16 at 9:00 am, second by Director Johnson.

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.

Big Park Domestic Wastewater Improvement District
Fiscal Year 2022/2023 Tentative Budget

Adopted 5-19-2022

Exhibit A

EXPENSE		FY 21/22	Actual as	12-month	FY 22/23
Operations and Maintenance		Budget	of	Estimate	Budget
			5/12/2022		
Administration:					
101	Administrative Svcs Contract	\$377,812	\$324,304	\$389,165	\$389,000
102	Activation Fees	15,000	22,625	27,150	15,000
103	Additional Admin Services	250	264	264	250
104	Collections	15,000	22,040	22,500	18,000
105	Attorney Services	5,000	2,328	3,000	5,000
106	Bank Charges - Rejected Payment Fee	0	50	100	100
	ACH Debit Fee	75	0	0	0
	Online Payment Fee	150	447	596	700
	Banking Fees	800	600	720	800
107	Director's Compensation	6,300	4,575	5,775	6,300
108	Elections	15,000	0	0	0
109	Auditing Services	20,000	8,500	20,000	20,000
	Additional Acct. Services	3,000	1,479	2,800	3,000
110	Insurance Premium	22,000	25,187	25,187	65,500
111	Postage	100	9	9	300
112	Publishing	600	60	600	600
113	Registrations				
	ADEQ	3,200	6,264	6,264	3,200
	Blue Stake	450	357	450	450
	VOCA	362	0	362	362
114	Transfer to R&R WIFA Reserve Fund	74,000	0	74,000	74,000
115	WIFA Loan Payment	369,228	50,888	369,228	369,228
116	Storage Facility	<u>1,500</u>	<u>1,560</u>	<u>1,860</u>	<u>1,500</u>
117	<i>Administration Subtotal</i>	<i>\$929,827</i>	<i>\$471,537</i>	<i>\$950,030</i>	<i>\$973,290</i>
Engineering:					
201	General Engineering Services				
	General Services	3,000	686	800	3,000
	Meeting w/ Board	5,000	3,424	4,394	5,000
	New Customer Coordination	6,500	2,104	2,042	3,000
	Ultra Sonic Inspection Coordination	3,000	0	3,000	3,000
	WWTP System Coordination	3,000	4,566	4,566	5,000
202	Additional Engineering Services		5,981	5,981	0
	New Tap Review/Inspections	3,000	0	500	3,000
	Grease Traps Review/Inspections	3,000	660	880	3,000
	Master Plan & Modeling Project	350,000	0	0	225,800
203	GIS License	1,900	0	1,900	1,900

204	GIS Updates	<u>12,000</u>	<u>0</u>	<u>12,000</u>	<u>12,000</u>
205	<i>Engineering Subtotal</i>	<i>\$390,400</i>	<i>\$17,421</i>	<i>\$36,063</i>	<i>\$264,700</i>
Operations:					
301	Operations Services Contract	323,375	276,570	335,595	348,993
302	Operator Additional Services	0	0	0	0
303	Dialer System	2,600	0	2,600	2,600
304	Emergency Maintenance	20,000	17,576	23,435	22,000
305	Hauling & Disposal	60,000	41,811	55,748	65,853
306	Indigo Project	40,000	17,100	17,100	22,000
307	Laboratory - Certification	2,000	1,905	1,905	2,000
	Laboratory Analysis	21,000	13,442	17,923	21,000
	Laboratory Supplies	11,000	7,333	8,829	11,000
	Laboratory Courier Service	0	0	0	4,000
308	Landscape & Building Maintenance	7,500	2,950	3,933	9,500
309	Operating Equipment & Supplies	35,000	34,713	46,284	45,000

Big Park Domestic Wastewater Improvement District
Fiscal Year 2022/2023 Tentative Budget

310					
311	System Maint - see project list				
	Ultrasonic Inspection Service	120,000	0	0	105,000
	Dust, Flush & Video Lines	0	0	0	25,000
	Generator Maintenance	5,500	4,595	4,595	6,500
	Bio Cube Media	22,770	0	22,770	25,000
	Headworks Maintenance	14,000	3,925	14,000	15,400
	UV Components	50,000	0	0	25,000
	Compressor Service	4,336	2,281	4,336	4,336
	Belt Press Components	20,000	43,242	43,242	50,000
	Biolac Difusers R&R and Clean	25,000	1,729	25,000	27,500
	Clean and Swap FEQ tanks	15,000	4,586	15,000	17,500
	Reuse Pump Panel Upgrade	0	146	146	0
	Blower Spare	8,000	0	8,000	12,000
	Fire Suppression	1,500	2,094	3,500	195,000
	Manhole/Wash Erosion Repair	0	0	25,000	100,000
312	Electric				
	Treatment Plant	85,000	59,545	79,393	91,473
	LS #8	8,500	6,014	8,019	9,052
	LS #10	3,300	2,376	3,168	3,798
313	Telephone	1,900	724	724	11
314	Water	1,600	1,164	1,552	1,600
315	Internet	850	600	850	850
	UV Replacement	0	0	0	856,135
	Standby Mobile Generator	0	0	0	65,000
	New Belt Press Unit	0	0	0	1,000,000
316	Contingency	93,782	1,128	4,467	104,846
317	<i>Operator Subtotal</i>	<i>\$1,003,513</i>	<i>\$547,549</i>	<i>\$777,114</i>	<i>\$3,294,947</i>
318	<i>subtotal</i>	<i>\$2,323,740</i>	<i>\$1,036,507</i>	<i>\$1,763,206</i>	<i>\$4,532,937</i>
319	Transfer to O&M Reserve Fund	<u>814,430</u>	<u>0</u>	<u>0</u>	<u>530,726</u>

320	Total O&M Expenses	\$3,165,170	\$1,036,507	\$1,763,206	\$5,063,663
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Capital Expense		FY 21/22 Budget	Actual as of 5/12/22	12-month Estimate	FY 22/23 Budget
401	Emergency Cap. Fund	\$86,122	\$0	\$0	\$327,165
402	UltraViolet Replacement	560,000	0	0	0
	Sugarloaf Sewer Expansion	0	0	0	662,680
	Ridgeview Sewer Expansion	0	0	0	2,770,507
	Sundance Townhomes Sewer Expansion	0	0	0	1,182,990
	Sewer Mainline Expansion	0	0	0	600,000
403	Contingency	0	7,876	7,876	0
404	Total Capital Expense	\$646,122	\$7,876	\$7,876	\$5,543,342
405	Total Expense Budget	\$3,811,292	\$1,044,383	\$1,771,082	\$10,607,005

Big Park Domestic Wastewater Improvement District
Fiscal Year 2022/2023 Tentative Budget

REVENUE		FY 21/22 Budget	Actual as of 5/12/2022	12-month Estimate	FY 22/23 Budget
Operations and Maintenance					
501	User Fees	1,769,040	\$1,729,479	\$1,757,494	1,757,494
502	Activation/Transfer Fee	15,000	22,926	23,197	15,000
503	Ad Valorem Tax	0	0	0	0
504	Collection Fees	15,000	21,091	22,500	18,000
505	Permit Fees	3,250	3,616	3,941	3,250
506	Interest	9,500	4,461	4,755	3,000
507	Miscellaneous O&M Income	0	3,000	3,000	0
508	Reuse Effluent Income - VOCA	40,000	31,935	41,047	40,000
	Grant Funds	-	-	-	-
	UV Replacement	0	0	0	300,000
	Masterplan Update	0	0	0	205,280
	Ultrasonic Inspection Services	0	0	0	103,579
	Standby Mobile Generator	0	0	0	58,519
509	<i>Subtotal O&M Revenue</i>	<i>1,851,790</i>	<i>1,816,508</i>	<i>1,855,934</i>	<i>2,504,122</i>
510	Transfer From R&R WIFA Fund	74,000	0	74,000	74,000
511	Total O&M Revenue	\$1,952,790	\$1,816,508	\$1,929,934	\$2,578,122

Capital Revenue

601	Capacity Fees	\$23,200	\$80,736	\$86,536	\$623,200
602	Lateral Line Reimbursement	0	3,000	3,000	0
603	Interest	1,500	1,140	1,520	500
	Grant Funds				
	Sugarloaf Sewer Expansion		0	0	602,280
	Ridgeview Sewer Expansion		0	0	2,518,643
	Sundance Townhomes Sewer Expansion		0	0	1,075,446
604	Miscellaneous	0	0	0	0
605	Total Capital Revenue	\$24,700	\$84,876	\$91,056	\$4,820,069
606	Total Revenue	\$1,977,490	\$1,901,384	\$2,020,990	\$7,398,191

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Big Park Domestic Wastewater Improvement District
Fiscal Year 2022/2023 Tentative Budget

FUND BALANCES

<u>Operations & Maintenance Fund</u>			
801	Balance as of 4/12/2022	\$845,622	OneAZ
	O&M Reserve Fund	\$2,253,192	
802	Estimated Expenses 21/22	<u>726,699</u>	
803	Subtotal	2,372,115	
804	Anticipated Revenue 21/22	<u>113,426</u>	
805	Estimated Ending Balance 21/22	2,485,541	
806	Est. Beginning Balance 22/23	2,485,541	
807	Estimated Revenue 22/23	2,578,122	
808	Estimated Expense 22/23	<u>5,063,663</u>	
809	Estimated Ending balance 22/23	\$0	

Capital Fund

810	Balance as of 4/12/2022	\$717,093
811	Estimated Expenses 21/22	<u>0</u>
812	Subtotal	717,093
813	Anticipated Revenue 21/22	<u>6,180</u>
814	Estimated Ending Balance 21/22	723,273
815	Est. Beginning Balance 22/23	723,273
816	Estimated Revenue 22/23	4,820,069
817	Estimated Expense 22/23	<u>5,543,342</u>
818	Estimated Ending balance 22/23	\$0