

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
March 2, 2022 – 10:00 a.m.
Improvement District Services, Inc.
3603 Crossings Drive, Prescott, AZ 86305

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.

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

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Jordan Ricca, Auditor

1. Discussion and possible action regarding the annual budget.
The budget format was discussed and a modification of the format was agreed upon.
2. Discussion and possible action regarding posting transactions.
Jordan Ricca told the Board that GAAP requires the District to enter expenses on an accrual basis as Diana has been doing. In addition to GAAP requirements, this allows for a record of outstanding accounts payable. Finances will also be reported on an accrual basis. Diana provided the Board with a Year to Date Financial Report on a monthly basis.
3. Discussion and possible action regarding business interruption.
The District will work on a Risk plan for potential business interruptions.

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.