

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
March 16, 2023 – 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/86500951096>

Meeting ID: 865 0095 1096

Dial by your location:

(346) 248-7799 (Houston)

(669) 900-9128 (San Jose)

(253) 215-8782 (Tacoma)

Meeting ID: 865 0095 1096

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

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

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Diana King, District Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, Sunrise Engineering.

1. 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.
Jennifer told the Board that the Fiscal Year 2023/2024 Budget will be ready for review at the next meeting. The age and condition of the belt press was discussed. Dave Dirren was asked to research possible options for a new belt press and report back to the Board.
2. Discussion and possible action to approve the meeting minutes of February 16, 2023.
Motion: made by Director Johnson to approve the minutes, second by Director Kautz.
Unanimous Approval
3. Discussion and possible action to approve the checks written in February 2023.
Motion: made by Director Wheeler to approve the checks, second by Director Johnson.
Unanimous Approval
4. 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.
Jennifer was asked to keep grease trap inspections on the agenda every month.
5. Discussion and possible action to approve an invoice from AGM Sales & Service in the amount of \$8,022.63, to repair the belt press.
Motion: made by Director Johnson to approve the invoice, second by Director Kautz.
Unanimous Approval
6. Discussion and possible action regarding the private sewer line that would serve the newly annexed

parcel 405-34-018N.

Dave Dirren said he did calculations on the 6" line and there is plenty of capacity for this new connection. Jennifer was asked to mail a letter to the three affected property owners to see if they would be agreeable to conveying ownership of the line to the District.

Motion: made by Director Gardner for the District to take over ownership of the line, subject to no issues revealed after the camera inspection, second by Chairman Sheets.

Unanimous Approval

7. Discussion and possible action regarding the status of the grant funding projects.
 - a) UV replacement project and the status of the purchased equipment;
Chairman Sheets told the Board that he, Dave Dirren, Diana and Jennifer attended a meeting with David McAtee and Martin Brennan of the Yavapai County grant program. The RFP that Dave Dirren submitted for review, has not been reviewed yet.
Dave Dirren said that Enaqua has requested another payment for the equipment in the amount of \$161,955.
Motion: made by Director Gardner to approve making the additional payment, second by Director Kautz.
Unanimous Approval
 - b) Acoustic assessment of sewer lines;
Dave Dirren said it appears there are some missing manholes on the report.
 - c) Master plan update.
Yavapai County has requested letters regarding sole source for this and the Acoustic Assessment projects.
8. 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. Dave was asked to contact the Circle K property owner regarding connection.
9. Discussion and possible action regarding erosion on the treatment plant parcel. Some Board Members will be present to review the erosion issue on March 29.
10. Discussion and possible action regarding a request from Bechtel Infrastructure & Power Corp. for an easement across 405-33-479 (old treatment plant site) for access to the new AT&T cell site project.
No action
11. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Kautz to approve the invoice in the amount of \$1,432, 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.