

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
September 15, 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, Gary Livermont, Jim Kautz, Dan Wheeler and Joanne Johnson present.

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

1. Discussion with Steffan Hill of Fruth Group regarding cyber security.
Steffan reviewed the benefits of 24/7 cyber security. Jennifer was asked to place the approval for the monthly bill on the next agenda.
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 was instructed to move the funds to whichever account offers the highest interest. Diana was asked to provide a list of the interest rates on OneAZ accounts.
3. Discussion and possible action to approve the meeting minutes from August 18, 2022.
Motion: made by Vice-Chairman Livermont to approve the minutes, second by Director Johnson.
Unanimous Approval
4. Discussion and possible action to approve the checks written in August 2022.
Motion: made by Director Gardner to approve the checks, second by Director Wheeler.
Unanimous Approval
5. 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 reviewed his report with the Board. Brad will offer a tour of the treatment plant on 9/27 at 2:00.
6. Discussion and possible action to approve the purchase and installation of a new generator for lift station #8.
Motion: made by Director Gardner to approve fixing the existing generator, second by Director Wheeler.
Unanimous Approval
7. Discussion and possible action regarding the status of the grant funding projects.

Jennifer told the Board that we are waiting on bid forms from the County.

8. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
The permits are issued. Waiting on bid forms from Yavapai County.
9. 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 provide the Board with a GIS presentation. Dave was also asked to provide the Board with a cost for reuse storage and an estimated cost for hard pipe for the perimeter.
10. 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 he will attend a meeting on September 20th with County Flood Control, Public Works and others.
11. 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.
Dave told the Board that he is waiting for Bechtel to stake the easement.
12. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Vice-Chairman Livermont to approve the invoice, 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.