Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
May 20, 2026 – 9:30 a.m.
Sedona Golf Resort
35 Ridge Trail Drive, Sedona, AZ 86351

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 and directed to the Board Chairperson, and shall begin with stating and spelling of the speaker's name and address. 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.

Call to Order – David Sheets, Rich Gardner, Greg Williams, Ralph Pinto and Pat Hennessy present. Jim Kautz absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Diana King, Administrator, Wendy Skaggs, (meeting minutes) Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Daniel Langsmith, District Engineer, 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, meeting dates and other administrative issues to include:
    a) Fee agreement with Kramer Law for legal services regarding parcel 405-34-004W
    Motion: made by Director Gardner to approve the agreement with Kramer Law, second by Director Hennessy.
    Unanimous Approval
    b) Adopt Resolution 2026-1 regarding the acquisition of parcel 405-34-004W
    Motion: made by Director Williams to adopt Resolution 2026-1, second by Director Hennessy.
    Unanimous Approval

2. Discussion regarding the FY 2026/2027 Tentative Budget and set the hearing date as June 17, 2026.
   Each line item in the budget was reviewed. Changes made: 12-month estimate for Additional Engineering Services $24,000; consolidate System Inspection, WWTP & System Coordination and Additional Engineering Services totals under one line item.
   It was determined that a study will be necessary to consider the current Capacity Fee amount vs. the current cost of capital improvements.
   Motion: made by Director Gardner to adopt the 26/27 Tentative Budget as modified and set the hearing date and time as June 17, 2026, via Zoom at 9:00 a.m., second by Director Hennessy.
   Unanimous Approval

3. Discussion and possible action to approve the meeting minutes of April 15, 2026.
   Motion: made by Director Gardner to approve the meeting minutes, second by Director Williams.
   Unanimous Approval

4. Discussion and possible action to approve the checks written in April 2026.
   Motion: made by Director Gardner to approve the checks, second by Director Hennessy.
   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.

6. Discussion and possible action regarding the Engineer's Report by Daniel Langsmith, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties:
    a) District parcel combination / County complaint regarding dirt storage;
    b) Study regarding effluent storage;
    c) Septage receiving facility.

   Staff reports were briefly reviewed.

7. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services. Motion: made by Director Gardner to approve the invoices, second by Director Hennessy. Unanimous Approval

Following the Board meeting, the Board and staff will attend a luncheon. No District business will be conducted during this time.

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.
No public present

Big Park Domestic Wastewater Improvement District
Fiscal Year 2026/2027 Tentative Budget

Adopted 5-20-26 Exhibit A

EXPENSE **Operations and Maintenance**	**FY 25/26 Budget**	**Actual as of 4/1/2026**	**12-month Estimate**	**FY 26/27 Budget**
Administration:				
Administrative Svcs Contract	$463,919	$350,721	$467,628	$491,009
Activation Fees	9,000	12,775	17,033	15,000
Additional Admin Services	250	1,365	1,365	1,400
Collections	30,000	29,330	35,000	35,000
Attorney Services	2,000	0	1,000	2,000
Bank Charges	1,550	572	1,000	1,500
Director's Compensation	5,400	2,700	4,050	6,825
Elections	0	0	0	15,000
Auditing Services	21,000	22,000	22,000	23,500
Additional Acct. Services	1,500	4,478	4,478	4,500
Insurance Premium	58,000	38,658	38,658	42,524
Postage	0	0	0	0
Publishing	800	0	800	1,200
Registrations				
ADEQ	4,300	12,285	18,000	4,500
Blue Stake	400	301	400	450
VOCA	330	0	330	330
Cyber Security	12,885	9,848	13,131	15,060
WIFA Loan Payment	369,228	34,251	369,228	369,228
Storage Facility	1,800	1,350	1,800	1,800
Administration Subtotal	*$982,362*	*$520,634*	*$995,901*	*$1,030,826*
Engineering:				
Engineering Services				
Meeting w/ Board	8,650	2,572	5,500	8,650
System Inspection Coordination	3,000	2,941	3,000	0
WWTP & System Coordination	30,000	5,280	7,000	0
Additional Engineering Services	24,000	6,849	24,000	52,150
Special Projects				
Solids Dewatering Unit Design	214,200	82,604	97,000	100,000
Review GIS & schedule line maintenance	20,000	0	2,500	20,000
Water Svc Upgrade Fire Protection	40,000	9,734	9,734	0

Master Plan & Modeling Project	0	0	0	42,435
Effluent Storage Tank Engineering	0	0	0	75,000
GIS License	1,825	1,729	1,825	2,000
GIS Updates	12,000	8,027	10,000	12,000
GIS Training	1,600	0	0	1,600
Engineering Total	*$355,275*	*$119,736*	*$160,559*	*$313,835*
Operations:				
Operations Services Contract	372,180	277,311	372,311	379,624
Operator Additional Services	25,000	0	5,000	25,000
Hauling & Disposal	75,000	82,463	102,463	125,000
Office Supplies	500	721	971	5,000
Laboratory	0	0	0	62,500
Landscape & Building Maintenance	5,000	9,100	11,600	10,000
Operating Equipment & Supplies	0	39,207	59,207	125,000
Pipe Inspections	120,000	75,465	80,000	120,000
Wastewater Treatment Plant PSM	0	0	0	825,000
10-Year Sand Plan/Media Replacement	10,000	10,000	10,000	10,000
Lift Station #1	0	7,513	11,513	0
Lift Station #2		7,474	7,474	0
Lift Station #8		1,194	6,194	0
Lift Station #10	0	0	0	0
Electric				
Treatment Plant	95,000	65,741	98,612	100,000
LS #8	8,700	6,082	9,123	10,000
LS #10	3,400	2,908	4,362	4,500
Water	2,700	1,452	2,178	2,700
Internet	1,500	1,200	1,800	1,800
Replace Construction Trailer	125,000	73,596	98,596	10,000
Manhole/Wash Erosion Repair	50,000	0	0	0
Replace Solids Dewatering Unit	1,308,085	136,497	136,497	1,171,588
Lift Station #8 Raise Block Wall	25,000	0	0	0
Lift Station #8 Swap Out Generator	65,000	20,094	65,094	0
Sealing Wet Well - Lift Station #2	23,500	0	0	0
Laboratory - Certification	2,000	4,823	4,823	0
Laboratory Analysis	25,000	9,821	13,321	0
Laboratory Supplies	21,000	2,476	4,976	0
Laboratory Courier Service	10,000	4,230	6,730	0
Biolac Difusers R&R and Clean	45,000	0	15,000	0
On-site Reuse Pressure System Upgrade	35,000	0	10,000	0
WASS Flow Meter	5,000	0	0	0
Headworks Maintenance	0	24,800	24,800	0
Repairs	15,000	0	5,000	0
Bypass Bar Screen Removal	18,000	3,508	3,508	0
Discharge Auger Using Old Auger	75,000	0	0	0
Dialer System	9,000	2,732	5,232	0
Emergency Maintenance	25,000	0	5,000	0
RH Borden Flow Meters annual	6,380	0	0	0
Reuse Maintenance	0	0	0	0
Misc. Repairs Parts & Labor	7,500	0	0	0
Seal Reuse Pump Vault	35,000	0	0	0
Generator Maintenance	0	17,516	21,016	0

Compressor Service	0	4,450	4,450	0
Belt Press Components	5,000	6,224	6,224	0
Used Turbo Boxes (2)	75,000	0	0	0
Trailer Filters	15,000	0	4,000	0
20-Yard Roll Off for onsite garbage	8,500	1,760	10,660	0
FEQ Tanks Maintenance	22,500	0	0	0
Blower Maintenance/Spare	25,000	2,584	10,084	0
Fire Suppression	25,000	0	0	0
UV System	0	86	86	0
Parts & Repairs	6,500	15,570	15,570	0
Ventilation System	7,500	0	0	0
Clarifier Maintenance	0	0	0	0
Dewatering North & South	50,000	0	0	0
Coating	150,000	0	0	0
Lift Station General Maintenance	0	0	15,000	0
Sand Filter Maintenance	0	636	636	0
Components	15,000	140	140	0
Compressor Service	22,500	10,103	12,603	0
Replacement Compressor	55,000	46,320	46,320	0
Air Conditioner	9,500	0	9,500	0
Contingency	100,000	2,769	3,000	100,000
Operator Subtotal	*$3,241,445*	*$978,566*	*$1,340,674*	*$3,087,712*
subtotal	*$4,579,082*	*$1,618,936*	*$2,497,134*	*$4,432,373*
Reserve Account	$715,624	$0	$0	$529,087
Total O&M Expenses	$5,294,706	$1,618,936	$2,497,134	$4,961,460

Capital Expense	**FY 25/26 Budget**	**Actual as of 4/1/26**	**12-month Estimate**	**FY 26/27 Budget**
Emergency Cap. Fund	$189,341	$0	$0	$297,432
Sewer Mainline Expansion-WildHorseMesa	120,000	610	120,000	0
Wild Horse Mesa Sewer Design	22,500	40,058	45,000	0
System Expansion Engineering Estimates	20,000	0	0	0
Master Plan & Modeling Project	150,000	47,565	60,000	0
Reimburse O&M Fund	65,420	81,726	81,726	0
Land Acquisition	85,000	7,950	0	100,000
Land Acquisition Legal Svcs	15,000	925	8,000	50,000
Septage Receiving Facility	0	0	0	24,735
Effluent Storage Tank & Pump Construction	0	0	0	40,000
Gate at North Property Line	96,864	1,425	96,864	10,000
Gate at North Property Line Engineering	5,000	17,803	22,000	0
Customer Coordination / Review	14,000	3,216	3,500	8,000
Contingency	58,000	0	43,709	23,243
Total Capital Expense	$843,125	$201,278	$480,799	$553,410

Total Expense Budget	$6,137,831	$1,820,214	$2,977,933	$5,514,870

REVENUE	**FY 25/26**	**Actual as of**	**12-month**	**FY 26/27**

Operations and Maintenance	Budget	4/1/2026	Estimate	Budget
User Fees	$2,221,044	$1,675,777	$2,234,369	$2,244,060
Activation/Transfer Fee	15,000	10,909	12,109	15,000
Ad Valorem Tax	0	0	0	0
Collection Fees	30,000	33,056	35,000	35,000
Permit Fees	2,600	5,850	6,175	2,600
Interest	30,000	50,243	66,991	30,000
Miscellaneous O&M Income	0	41,627	41,627	1,000
Reuse Effluent Income - VOCA	25,000	36,461	44,000	35,400
Transfer Interest WIFA Reserve Fund	66,590	66,588	66,588	10,000
Reimburse from Capital Master Plan	65,420	81,726	81,726	0
Subtotal O&M Revenue	*2,455,654*	*2,002,237*	*2,440,271*	*2,373,060*
Transfer From R&R WIFA Fund	0	0	0	0
Total O&M Revenue	$2,455,654	$2,002,237	$2,440,271	$2,373,060

Capital Revenue

Capacity Fees	$29,000	$81,200	$87,000	$29,000
Lateral Line Reimbursement	1,500	0	0	1,500
Interest	10,000	14,187	15,000	1,000
Miscellaneous	0	0	0	0
Total Capital Revenue	$40,500	$95,387	$102,000	$31,500

Total Revenue	$2,496,154	$2,097,624	$2,542,271	$2,404,560

FUND BALANCES

Operations & Maintenance Fund

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Balance OneAZ checking as of 4/1/2026	$194,602
O&M Treasurer Fund	13,007
OneAZ Savings	13
Business Term Certificate as of 4/1/2026	547,372
OneAZ Club Savings	2,273,570
Estimated Expenses 25/26	878,197
Subtotal	2,150,367
Anticipated Revenue 25/26	438,034
Estimated Ending Balance 25/26	$2,588,401
Est. Beginning Balance 26/27	2,588,401
Estimated Revenue 26/27	2,373,060
Estimated Expense 26/27	4,961,460
Estimated Ending Balance 26/27	$0

Capital Fund

Balance as of 4/1/2026	$794,818
Estimated Expenses 25/26	279,521
Subtotal	515,297
Anticipated Revenue 25/26	6,613
Estimated Ending Balance 25/26	521,910
Est. Beginning Balance 26/27	521,910

Estimated Revenue 26/27	31,500	
Estimated Expense 26/27	553,410	
Estimated Ending Balance 26/27	$0	

Savings Accounts

Business Term Certificate as of4/1/2026	$547,372	O&M
OneAZ Club Savings	$2,273,570	O&M
WIFA Restricted Cash	$435,817	
Sand Filter Savings	$10,000	