

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
September 23 2020 – 10:00 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.

Topic: Big Park Domestic Wastewater Improvement District - BOD Meeting

Time: Sep 23, 2020 10:00 AM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/83209328958?pwd=UHFzZFF0NkxRZGg4aWNjT2VJZFI4UT09>

Meeting ID: 832 0932 8958 / Passcode: 001195

One tap mobile: +12532158782,,83209328958#,0#,,001195# US (Tacoma)

+13462487799,,83209328958#,0#,,001195# US (Houston)

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

Meeting ID: 832 0932 8958 / Passcode: 001195

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

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

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

Motion: made by Vice-Chair Livermont to convene into executive session, second by Director Gidlow.
Unanimous Approval

The Board may consider to convene into Executive Session pursuant to A.R.S. 38-431.03.3 for:

- a) Legal advice regarding ERU assignments for parcel #405-40-013C; and
- b) Wild Turkey Townhome HOA Lawsuit

Convene into Regular Meeting:

1. Discussion and possible action to instruct District representatives on ERU assignments.
No action taken.
2. Discussion and possible action to accept Lee Meiner's resignation from the Board of Directors due to health.
Motion: made by Director Johnson to accept Mr. Meiner's resignation, second by Vice-Chair Livermont.
Unanimous Approval
3. 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 and Dave Dirren confirmed that there has been no notification from Colt Grill that the new grease interceptor has been installed. Jennifer said she is now only working with the property owner and informed them of the requirement for an inspection of the grease trap installation. She has also notified them of the fees due to the District as noted on the permit application. Jennifer said letters were sent to the Fairway

Oaks/Chaparral/Sugarloaf Project properties that have paid their capacity fees, informing them that the line is ready for connection. Concerns were expressed about connections being made without notifying the District. It was decided that a smoke test shall be performed every 6 months to detect any illegal connections.

4. Discussion and possible action regarding future meeting dates.
The next meeting will be October 20, 2020, at 10 am. Future meeting dates will be established at that meeting.
5. Consent Agenda:
 - a) Approve the meeting minutes of August 19, 2020;
Motion: made by Vice-Chair Livermont to approve the minutes, second by Director Johnson.
Unanimous Approval
 - b) Approve checks written in August 2020.
Motion: made by Director Johnson to approve the checks, second by Director Gidlow.
Unanimous Approval
6. Discussion and possible action regarding a UV replacement project.
Dave Dirren and Sid Mazumdar presented the Board with a proposal for a new UV system replacement. They said there will be a 25% increase in the UV equipment cost for redundancy. Jennifer noted that this will be a replacement project and the funds will be used from the O&M account at the County Treasurer's office.
Motion: made by Director Gidlow to authorize Sunrise Engineering to put together the design package for the UV Replacement Project, second by Director Johnson.
Unanimous Approval
7. 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.
8. Discussion and possible action to approve the purchase of Indigo Project supplies for approximately \$19,700.
This item is already on the budget and does not require action from the Board.
9. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests and the project status for the Fairway Oaks/Chaparral/Sugarloaf Sewer Line Extension Project.
Dave reviewed his report with the Board. Jennifer was asked to place the plant erosion issue on the next agenda.
10. Discussion and possible action regarding the sewer line serving parcels along Pinon Valley Drive.
It was confirmed that the existing line was built privately and is on private property with no easements and no conveyance to the District. The District accepts no responsibility for this line and connection is not mandatory.
11. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.
Motion: made by Director Johnson to approve the invoice in the amount of \$1,377.75, second by Vice-Chair Livermont.
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.

No public present