

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
April 21, 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

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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, Jim Kautz and Gary Livermont present. Joanne Johnson absent.

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

1. Discussion and possible action to accept Brien Gidlow's resignation from the Board of Directors.
Motion: made by Director Kautz to accept the resignation, second by Director Gardner.
Unanimous Approval
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.
Jennifer and Diana told the Board about the Positive Pay program with the County Treasurer's Office. Jennifer said she will speak with OneAZ Credit Union to confirm coverage for all District funds if a transfer is made to remove funds from the Treasurer's Office. Diana will contact WIFA to inquiry about a loan payoff.
3. Discussion and possible action to approve the meeting minutes from March 17 and April 6, 2022.
Motion: made by Director Kautz to approve the minutes, second by Chairman Sheets.
Unanimous Approval
4. Discussion and possible action to approve the checks written in March 2022.
It was decided to cancel the landline telephone service, but keep the internet service.
Motion: made by Director Gardner to approve the checks, second by Chairman Sheets.
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 said he will probably be ready to send reuse on Monday. It was decided that the Board will approve the items that will be on the reuse expense list.
Brad told the Board that he needs a specialist to work on the belt press.
Motion: made by Director Gardner to approve \$700 per day plus travel for four days, for an amount not to exceed \$5,000.00, second by Vice-Chair Livermont.
Unanimous Approval
6. Discussion and possible action regarding the status of the grant funding projects.

Jennifer told the Board that she received notification from the County that the grant awards may be decided in May.

7. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.

Dave Dirren said he has received comments from the County on this project.

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 reviewed his report with the Board.

9. Discussion and possible action regarding the status of the exposed manholes due to erosion in the Las Piedras wash.

Dave Dirren will provide the District with a price for a drone video.

10. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.

Motion: made by Director Kautz to approve the invoices, second by Vice-Chair Livermont.

Unanimous Approval

11. Discussion and possible action to fill the open positions on the Board of Directors.

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.