

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

April 15, 2026 – 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 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/81531669779>

Meeting ID: 815 3166 9779 Dial by your location: 346-248-7799 / 669-444-9171 / 669-900-9128

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

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

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) Possible acquisition of parcel #405-34-004W;
No discussion, no action – waiting on legal counsel
 - b) Request from Kathy Aspivig for transfer of capacity fee
Jennifer Bartos said that the District Ordinance states that the fees run with the land. Also, this parcel has changed ownership twice since the Aspivig's owned it.
Staff was directed to uphold the District Ordinance and not transfer the capacity fee on these parcels.
 - c) Approve the Call of Election for three positions on the Board of Directors on 11/3/2026.
Motion: made by Vice-Chair Kautz to approve the Call of Election, second by Director Pinto.
Unanimous Approval
2. Discussion regarding the FY 2026/2027 Tentative Budget.
The budget was reviewed. Staff will hold a meeting to modify necessary figures. The next meeting will be in person at the Sedona Golf Resort to discuss and adopt the budget.
3. Discussion and possible action to approve the meeting minutes of February 18, 2026.
Motion: made by Director Hennessy to approve the meeting minutes, seconded by Vice-Chair Kautz.
Unanimous Approval
4. Discussion and possible action to approve the checks written in February and March 2026.
Motion: made by Director Hennessy to approve the checks, seconded by Director Williams.
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.
Brad explained the steps he is taking during the APS shutdown of power to the wastewater treatment plant. Brad said the new solids meter will be \$2,500.
6. Discussion and possible action to review invoices for additional services by EBS and AGM invoices.
No questions were asked.
7. Discussion and possible action regarding a contract with Waste Management for hauling and disposal.
Motion made by Director Hennessy to approve the contract as amended to only include disposal, second by Director Williams.
Unanimous Approval
8. 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) Septage receiving feasibility study;

- This study is in process.
- b) Research on possible effluent reuse for fire suppression
This project will be renamed as Effluent Storage. Daniel estimated the cost to be approximately \$356,000. Place this item on the next agenda.
 - c) District parcel combination / County complaint regarding dirt storage.
9. Discussion and possible action regarding approval of the Juniper at Oakcreek Sewer Easement.
No action
10. Discussion and possible action regarding projects:
On going projects
- a) WWTP property line gate;
Still on hold for the APS project
 - b) Water line from Hutson Lane to WWTP or other water source;
This item on hold for Effluent Storage
 - c) Update Master Plan & System Modeling;
Daniel said the modeling is done
 - d) New screw press solids removal system (belt press replacement);
This project is on hold waiting for the ADEQ to approve the modification to the APP permit. Director Pinto said he wants to see bids for the installation of this equipment, the building, plumbing and electrical work.
 - e) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road, to include APS Utility Conflict;
 - f) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane;
 - g) WWTP interior rehab, insulation, etc.;
 - h) Future sewer line extensions;
 - i) Raise lift station #8 wall and gate;
 - j) Compliance and procedures for testing forever chemicals;
 - k) Grease trap inspections;
 - l) Asset inventory;
This item is complete and shall be removed from the agenda.
 - m) Notice from APS for an 8-hour electrical shutdown.
Daniel will track manhole locating and manhole repairs. He suggested dye testing the manholes for those hard to locate.
Daniel said the ProPipe video is on YouTube and will send a link to the Board.
11. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Hennessy to approve the invoices, second by Vice-Chair Kautz.
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.