

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
November 18, 2021 – 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/87134275842>

Meeting ID: 871 3427 5842

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

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

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren and Sid, 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 and other administrative issues.
There will not be a December Board meeting. A special meeting will be called for January 5 at 9:30 to discuss the budget process.
2. Discussion and possible action to approve the meeting minutes of October 21, 2021.
Motion: made by Director Gardner to approve the minutes as modified, second by Vice-Chair Livermont.
Unanimous Approval
3. Discussion and possible action to approve the checks written in October 2021.
Motion: made by Vice-Chair Livermont to approve the checks, second by Director Kautz.
Unanimous Approval
4. Discussion and possible action to change the election years from odd to even, extending the current terms by one year.
Motion made by Director Gardner to change the election years and extend the Board terms, second by Director Kautz.
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 the report with the Board. He noted there is a grease trap issue at Butterfly Burger. Brad will grab a sample to test.
6. Discussion and possible action to purchase and install the PLC for the Biolac Panel remote access.
Motion: made by Vice-Chair Livermont to approve the purchase, second by Chairman Sheets.
Unanimous Approval
7. Discussion and possible action regarding the status of the grant funding projects, including:

- a) Discussion and possible action to have the collection system inspected by sound waves,
- b) Discussion and possible action regarding the UV replacement project.

Motion: made by Director Gardner to commit to purchasing the equipment, second by Director Kautz.

Unanimous Approval

Motion: made by Director Gidlow to reject all bids on the UV replacement project, second by Director Gardner.

Unanimous Approval

- 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.
- 9. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.

Motion: made by Director Kautz to approve the Sunrise invoices, second by Director Gidlow.

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.