

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
February 17, 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

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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, Rich Gardner and Brien Gidlow present, Jim Kautz and Joanne Johnson 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, District Engineer, Sunrise Engineering; Paul Hietbrink, property owner.

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 be a finance meeting held on March 2nd at 10 am at I.D.S., to discuss budgets, posting transaction and business interruption.
2. Discussion and possible action to approve the meeting minutes of January 20, 2022.
Motion: made by Director Gidlow to approve the minutes, second by Director Gardner.
Unanimous Approval
3. Discussion and possible action to approve the checks written in January 2022.
Motion: made by Vice-Chair Livermont to approve the checks, second by Director Gidlow.
Unanimous Approval
4. Discussion and possible action to approve an intergovernmental agreement with Yavapai County Elections Department for election services.
Motion: made by Director Gardner to approve the intergovernmental agreement, second by Vice-Chair Livermont.
Unanimous Approval
5. Discussion and possible action to consider a request by Jane Peck to lease or purchase one acre of land at 100 Hutson Lane for a dog park.
The liability of allowing such a lease was discussed.
Motion: made by Director Gidlow to deny the request, second by Chairman Sheets.
Unanimous Approval
6. 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.
7. Discussion and possible action regarding the status of the grant funding projects.

Jennifer told the Board that the County hopes to have the consultant hired by the middle of March and grant awards near the end of March.

8. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
Dave Dirren said he has five bids coming in for the building. Brad Bowers said he has requested bids for the grading, underground and concrete work.
9. 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.
10. Discussion and possible action regarding a request from Paul Hietbrink for relief of District Ordinance Article III, Section 302, which does not allow crossing another person's property with a lateral line.
Jennifer noted that the parcel currently owned by Mr. Hietbrink must be annexed into the District before it is combined with the split parcel. Dave Dirren said this line would only serve Mr. Hietbrink's parcel.
Motion: made by Director Gardner to approve the request for the variance on the lateral line requirement provided the parcel is split and combined with the two existing parcels, an easement is obtained for the line and that the property owner understands they are responsible for the line maintenance, second by Director Gidlow.
Unanimous Approval
11. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Gidlow to approve the invoices, 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.