

Notice of Public Meeting Agenda
Board of Directors of the Big Park Domestic Wastewater Improvement District
August 20, 2025 – 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/88569396118>

Meeting ID: 885 6939 6118

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 –

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
 - b) Engagement letter with Keegan, Linscott & Associates for the 2024/2025 Annual Audit
 - c) Engagement letter with Chris Kramer of Nossman and Associates for representation of legal counsel for the APS request for easement and access.
 - d) Transfer of budgeted funds between O&M line items.
2. Discussion and possible action to approve the meeting minutes of June 18, 2025.
3. Discussion and possible action to approve the checks written in June and July 2025.
4. 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.
5. Discussion and possible action to review and approve invoices for additional services by EBS and AGM invoices.
6. Discussion and possible action to review and approve a quote for a compressor.
7. Discussion and possible action to consider a quote for pads for the lab and storage facilities.
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.
9. Discussion and possible action regarding renewals of work releases and agreements with Sunrise Engineering, to include:
 - a) Master Agreement for District Engineering Services
 - b) Work Release for GIS
 - c) Work Release for Customer Coordination
10. Discussion and possible action regarding a request from APS to create a temporary easement and cross the District's property on parcel 405-34-026Q.

11. Discussion and possible action regarding projects:

On going projects

- a) WWTP property line gate and water line and Yavapai County abandonment of right-of-way;
- b) Grease trap inspections;
- c) Update Master Plan & System Modeling and 1-year flow meter reporting by RH Borden;
- d) Easement encroachment w/fence, property owner notifications;
- e) New solids removal system (belt press replacement);
- f) Compliance and procedures for testing forever chemicals;
- g) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road;
- h) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane.

Future projects

- i) Removal of the onsite trailer & possible replacement (12x40);
- j) WWTP interior rehab, insulation, etc.;
- k) Fire suppression modifications;
- l) Future sewer line extensions;
- m) Raise lift station #8 wall and gate.

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

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.