

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
November 20, 2024 – 2:00 p.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/85041310605>

Meeting ID: 850 4131 0605

Dial by your location 669-444-9171, 669-900-9128, 719-359-4580

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

Call to Order – David Sheets, Jim Kautz, Rich Gardner, Pat Hennessy and Dan Wheeler present.

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

1. Discussion and possible action to accept Cindy Correll's resignation from the Board of Directors.
Motion: made by Director Wheeler to accept the resignation, second by Director Kautz.
Unanimous Approval
2. Discussion and possible action to nominate and elect a Vice-Chairperson.
Motion: made by Chairman Sheets to nominate Jim Kautz for Vice-Chair, second by Director Gardner.
Unanimous Approval
3. 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.
Diana was instructed to roll extra funds in the checking account into the Club Savings.
4. Discussion and possible action to approve the meeting minutes of September 18, 2024.
Motion: made by Director Gardner to approve the meeting minutes, second by Vice-Chair Kautz.
Unanimous Approval
5. Discussion and possible action to approve the checks written in September and October 2024.
Motion: made by Vice-Chair Kautz to approve the checks, second by Director Gardner.
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.
Brad told the Board that the sand filter will be ready next month. He said the reuse pump will be in around the first of the year.
7. 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.
The report was reviewed.
8. Discussion and possible action regarding projects:
On going projects
 - a) UV Replacement Project, WWTP property line gate, grading and drainage;
Dave Dirren said the County is requiring additional information.
 - b) Erosion at Lift station #8;
This project is complete and will be removed from the agenda
 - c) Grease trap inspections;
 - d) Update Master Plan and System Modeling;
 - e) Easement encroachment w/fence, property owner notifications;
 - f) New solids removal system (belt press placement);

- g) Move sprinkler water line in lab;
- h) Compliance and procedures for testing forever chemicals;
- i) Survey and fence parcel 405-33-479 (old WWTP site);
- j) A request from APS for the use of parcel 405-33-479, 66 Jacks Canyon Road, as a temporary site for an APS substation while the current substation is reconstructed;
- k) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane;
- l) Yavapai County abandonment of right-of-way on District owned property.

Future projects

- m) Removal of the onsite trailer & possible replacement (12x40);
- n) WWTP interior rehab, insulation, etc.;
- o) Fire suppression modifications;
- p) Future sewer line extensions.

9. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Vice-Chair Kautz to approve the invoices, second by Chairman Sheets.
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.