

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
April 16, 2025 at 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 – David Sheets, Rich Gardner, Jim Kautz, Greg Williams, Ralph Pinto and Pat Hennessy 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 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.
The next regular meeting will be held May 21st at 9:30 at the I.D.S. office. Jennifer was asked to invite Bob Kozak, District's Attorney, Bill Weber, Insurance Broker and a representative from OneAZ, all to speak to the Board. Also, the annual audit review will be on the May agenda.
Jennifer was asked to have Bob Kozak write a letter of interest to the property owner of parcel 405-34-004W.
2. Discussion and possible action to approve the meeting minutes of March 19, 2025.
Motion: made by Director Hennessy to approve the minutes, second by Director Williams.
Unanimous Approval
3. Discussion and possible action to approve the checks written in March 2025.
Motion: made by Director Hennessy to approve the checks, second by Director Gardner.
Unanimous Approval
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.
Brad told the Board that VOCA wants a timer on the reuse system. The Reuse Effluent agreement terminates in June. Chairman Sheets and Vice-Chair Kautz will review and present a modified contract to VOCA.
5. Discussion and possible action regarding Dave Dirren's retirement in May 2025.
Dave said that the new person to be designated as the District Engineer will attend the May meeting.
6. 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.
7. Discussion and possible action regarding new connections with unordinary circumstances for reaching a sewer mainline.
The issue of how 10 Willow Court was connected will be researched.
8. Discussion and possible action to an amendment to the GIS contract with Sunrise Engineering.

Motion: made by Director Gardner to approve the amendment to the GIS contract, second by Director Hennessy.

Unanimous Approval

9. Discussion and possible action to approve Sunrise Engineering to perform a review of the RH Borden results to determine areas that need further investigation for maintenance.
Dave Dirren said the new District Engineer will perform this duty.

10. Discussion and possible action regarding projects:

On going projects

- a) WWTP property line gate, grading & drainage and Yavapai County abandonment of right-of-way; Jennifer told the Board that the County is holding up the project by requiring signatures from the surrounding property owners. She suggested contacting Martin Brennan, Attorney for the Board of Supervisors, to see if he can help speed up the process. Brad will deliver the petition to the Sedona Golf Resort Pro Shop. Each Board Member will go and sign the petition.
- b) Grease trap inspections;
- c) Update Master Plan and System Modeling;
- d) Easement encroachment w/fence, property owner notifications;
- e) New solids removal system (belt press placement);
- f) Move sprinkler water line in lab;
Brad said this needs a new NEMA 3 box
- g) Compliance and procedures for testing forever chemicals;
- h) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road;
- i) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane.

Future projects

- j) Removal of the onsite trailer & possible replacement (12x40);
- k) WWTP interior rehab, insulation, etc.;
- l) Fire suppression modifications;
- m) Future sewer line extensions;
- n) Replacing lift station #1 and #2 in Canyon Mesa Country Club;
- o) Raise lift station #8 wall and gate.

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

Motion: made by Director Gardner to approve the invoices in the amounts of \$11,405, \$9,180 and \$2,021, second by Director Hennessy.

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.