

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
December 20, 2023 – 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/86500951096>

Meeting ID: 865 0095 1096

Dial by your location: (346) 248-7799 (Houston), (669) 900-9128 (San Jose), (253) 215-8782 (Tacoma)

Contact [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Dan Wheeler, Rich Gardner, Cynthia Correll, Gary Livermont and Jim Kautz present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, and Diana King, District 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 report was reviewed.
2. Discussion and possible action to approve the meeting minutes of November 15, 2023.  
Motion: made by Director Correll to approve the minutes, second by Director Kautz.  
Unanimous Approval
3. Discussion and possible action to approve the checks written in November 2023.  
Motion: made by Vice-Chair Livermont to approve the checks, second by Director Kautz.  
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; updates on the Perpetual System Maintenance Projects.  
The report was reviewed.
5. Discussion and possible action regarding new internet and equipment at the wastewater treatment plant..  
Brad told the Board that internet access at the treatment plant is very unreliable. This item does not require Board approval. Brad will move forward with the installation.
6. Discussion and possible action regarding a new system to monitor the reuse lift station.  
This cost shall be placed on the VOCA expense list.  
Motion: made by Director Gardner to approve the new monitoring system, second by Vice-Chair Livermont.  
Unanimous Approval
7. Discussion and possible action regarding a gate at the north side of the District's wastewater treatment plant property.  
It was decided to use split-face block for the support sections of the gate. This project, along with the necessary grading and drainage should be included with the UV project and grant funds.

8. Discussion and possible action regarding the design and installation of a new solids removal system.  
Dave Dirren will have a presentation for the Board at the January meeting.
9. Discussion and possible action regarding a private line repair at 150 Canyon Circle Drive.  
A letter shall be sent to the property owners regarding the repair cost and reimbursement.
10. Discussion and possible action regarding a sewer project on and around Supai Drive.  
Dave Dirren presented an estimate of the project. The Board asked Dave to submit an optional plan and possibly include portions of Bell Rock Blvd.
11. Discussion and possible action regarding the status of the grant funding projects.
  - a) UV replacement project and the status of the purchased equipment;
  - b) Acoustic assessment of sewer lines.Jennifer was asked to contact the County to see if it is too late to submit bids for the Master Plan. Also, she was asked to inquire about including the gate project with the UV.
12. 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. Dave Dirren will be out until January 8.
13. Discussion and possible action regarding ongoing projects:
  - a) Erosion on the treatment plant parcel;
  - b) Grease trap inspections
14. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.  
Motion: made by Director Gardner to approve the invoices, second by Director Kautz.  
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.