

Meeting Minutes  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
May 29, 2024 – 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/85041310605>

Meeting ID: 850 4131 0605

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

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

Call to Order – David Sheets, Jim Kautz, Rich Gardner and Cindy Correll present. Dan Wheeler absent.

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

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 April 17, 2024.  
Motion: made by Director Kautz to approve the minutes, second by Director Gardner.  
Unanimous Approval
3. Discussion and possible action to approve the checks written in April 2024.  
Motion: made by Director Kautz to approve the checks, second by Chairman Sheets.  
Unanimous Approval
4. Discussion and possible action regarding a request from Martin Aronson for a license agreement for parking on District parcel 405-33-479.  
The proposed agreement was presented just prior to the meeting. Board members will review and send any questions or concerns to Jennifer. Jennifer was directed to submit the agreement to Bob Kozak. This issue will be addressed at the next meeting.
5. Discussion and possible action regarding the renewal of the Administrative Services Contract with Improvement District Services.  
A committee will meet with IDS on June 5.
6. Discussion and possible action to adopt the Fiscal Year 2024/2025 Tentative Budget, Rates & Fees and if appropriate, set the hearing date and time as June 19, 2024 via Zoom video conference.  
Diana King and Vice-Chair Correll will work together on a newsletter.  
Motion: made by Director Kautz to adopt the tentative budget and set the hearing date and time as June 19 at 10:30 am via Zoom video conference, second by Chairman Sheets.  
Unanimous Approval  
Motion: made by Chairman Sheets to set the new user fee rate at \$137.00 per quarter, second by Vice-Chair Correll.  
Unanimous Approval
7. 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.  
The report was reviewed.
8. 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.
9. Discussion and possible action regarding projects:

On going projects

- a) UV Replacement Project;  
Brad told the Board that the test results coming from the new UV system are very good. Dave Dirren said there is a change order for electrical in the amount of \$6,875.
- b) WWTP property line gate, grading and drainage project;  
Dave Dirren presented a quote for \$99,000.
- c) Erosion at Lift station #8;  
Dave Dirren said there was additional survey needed before plans are sent to the County.
- d) Grease trap inspections;  
Inspections are ongoing
- e) Update Master Plan and System Modeling;  
Dave Dirren presented a quote from RH Borden for additional work in the amount of \$11,780.00  
Motion: made by Director Gardner to approve the additional work, second by Director Kautz.  
Unanimous Approval
- f) Easement encroachment w/fence, property owner notifications;  
No update
- g) New solids removal system (belt press placement);  
Dave Dirren told the Board that they are preparing the RFP
- h) Move sprinkler water line in lab;  
Brad said this will be done in June

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.

10. 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.

**Big Park Domestic Wastewater Improvement District**  
**Fiscal Year 2024/2025 Tentative Budget**

Exhibit A

<b><u>EXPENSE</u></b>	<b><u>FY 23/24</u></b>	<b><u>Actual as of</u></b>	<b><u>12-month</u></b>	<b><u>FY 24/25</u></b>
<b><u>Operations and Maintenance</u></b>	<b><u>Budget</u></b>	<b><u>4/1/2024</u></b>	<b><u>Estimate</u></b>	<b><u>Budget</u></b>
<b><u>Administration:</u></b>				
Administrative Svcs Contract	\$390,000	\$294,045	\$392,060	\$437,040
Activation Fees	20,000	11,925	12,500	12,500
Additional Admin Services	250	553	553	250
Collections	30,000	26,168	34,891	30,000
Attorney Services	40,000	12,279	16,000	15,000
Bank Charges	750	1,083	1,444	1,500
Director's Compensation	6,300	3,300	4,425	4,500
Elections	14,000	0	0	14,000
Auditing Services	35,500	20,511	20,511	20,550
Additional Acct. Services	3,000	520	520	1,500
Insurance Premium	65,500	50,133	65,500	65,500
Postage	1,920	0	1,800	1,920
Publishing	1,200	0	1,200	1,200
Registrations				
ADEQ	3,200	714	3,200	3,200
Blue Stake	450	379	450	450
VOCA	362	270	270	330
Transfer to R&R WIFA Reserve Fund	74,000	0	74,000	74,000
WIFA Loan Payment	369,228	42,813	369,228	369,228
Storage Facility	1,950	1,500	1,800	1,800

<i>Administration Subtotal</i>	<i>\$1,057,610</i>	<i>\$466,193</i>	<i>\$1,000,352</i>	<i>\$1,054,468</i>
<b>Engineering:</b>				
Engineering Services				
Meeting w/ Board	5,000	3,849	5,774	6,000
Customer Coordination / Review	5,500	4,967	7,451	13,000
System Inspection Coordination	1,000	1,745	2,618	3,000
WWTP & System Coordination	5,000	11,356	17,034	18,000
Additional Engineering Services	20,000	4,650	6,975	24,000
Grease Traps Review/Inspections	3,000	0	0	3,000
<b>Special Projects</b>				
UV Replacement	25,000	37,130	60,000	0
WWTP Treatment Plant Erosion	3,000	0	0	0
LS#8 Erosion	25,000	298	511	32,000
New Belt Press	50,000	269	9,519	50,000
Master Plan & Modeling Project	224,400	90	60,000	164,400
New Gate No. Property Line	0	0	0	3,000
Water Svc Upgrade Fire Protection	0	0	0	40,000
<i>Engineering Subtotal</i>	<i>366,900</i>	<i>64,354</i>	<i>169,880</i>	<i>356,400</i>
GIS License	1,900	0	1,900	1,900
GIS Updates	12,000	89	12,000	12,000
GIS Training	0	596	596	0
<i>Engineering Total</i>	<i>\$380,800</i>	<i>\$65,039</i>	<i>\$184,376</i>	<i>\$370,300</i>
<b>Operations:</b>				
Operations Services Contract	350,712	266,544	355,392	364,884
Operator Additional Services	0	7,326	10,989	12,000
Dialer System	3,000	7,365	7,365	9,000
Emergency Maintenance	25,000	13,540	20,310	25,000
Hauling & Disposal	75,000	46,509	69,764	75,000
Office Supplies	0	421	421	500
Laboratory - Certification	2,000	0	1,905	2,000
Laboratory Analysis	25,000	11,685	17,528	33,000
Laboratory Supplies	18,000	12,036	18,054	21,000
Laboratory Courier Service	4,500	5,655	8,483	5,000
Landscape & Building Maintenance	7,500	2,655	3,983	25,000
Operating Equipment & Supplies	45,000	143,461	215,192	100,000
System Maint - see project list				
Swap out Generator and ATS at LS #8	50,000	0	0	0
Pipe Inspections	120,000	134,858	135,000	120,000
RH Borden Flow Meters annual	0	0	0	5,680
Reuse Pump Panel Maintenance	0	5,660	5,660	4,000
Generator Maintenance	6,500	5,228	6,500	7,500
Bio Cube Media	0	0	0	0
Headworks Maintenance	15,500	5,398	17,398	15,500
UV Components	25,000	4,441	4,441	5,000
Compressor Service	17,500	3,186	9,000	22,500
Belt Press Components	75,000	26,896	26,896	75,000
Biolac Difusers R&R and Clean	27,500	7,526	7,526	29,500
Clean and Swap FEQ tanks	17,500	0	0	22,500
Blower Spare	12,000	18,349	18,349	25,000
Fire Suppression	7,500	2,579	6,000	15,000
Manhole/Wash Erosion Repair	125,000	1,800	1,800	75,000
Clarifier Maintenance	0	0	0	150,000
Sand Filter Maintenance	0	0	0	87,000
<b>Electric</b>				
Treatment Plant	86,000	58,094	87,141	88,000
LS #8	10,000	5,475	8,213	8,500
LS #10	3,600	2,307	3,461	3,500

Water	1,800	957	1,436	1,600
Internet	850	1,977	2,966	3,000
<u>Special Projects</u>				
Treatment Plant Erosion	50,000	0	0	0
LS#8 Erosion	50,000	0	0	100,000
UV Replacement	950,000	224,162	575,490	0
New Construction Trailer	0	0	0	125,000
Standby Mobile Generator	115,000	0	0	0
New Belt Press Unit	750,000	0	0	750,000
Water line & meter size increase to WWTP	0	0	0	400,000
Contingency	92,251	20,217	40,000	92,000
<i>Operator Subtotal</i>	<i>\$3,164,213</i>	<i>\$1,046,307</i>	<i>\$1,686,659</i>	<i>\$2,903,164</i>
<i>subtotal</i>	<i>\$4,602,623</i>	<i>\$1,577,539</i>	<i>\$2,871,387</i>	<i>\$4,327,932</i>
Reserve Account				\$556,094
<b>Total O&amp;M Expenses</b>	<b>\$4,602,623</b>	<b>\$1,577,539</b>	<b>\$2,871,387</b>	<b>\$4,884,026</b>

	<b>FY 23/24</b>	<b>Actual as of</b>	<b>12-month</b>	<b>FY 24/25</b>
<b>Capital Expense</b>	<b>Budget</b>	<b>4/1/24</b>	<b>Estimate</b>	<b>Budget</b>
Emergency Cap. Fund	\$228,659	\$106	\$106	\$1,608,112
Sewer Mainline Expansion	0	0	0	0
New Compressor	0	0	0	50,000
Contingency	0	0	0	0
<b>Total Capital Expense</b>	<b>\$228,659</b>	<b>\$106</b>	<b>\$106</b>	<b>\$1,658,112</b>

<b>Total Expense Budget</b>	<b>\$4,831,282</b>	<b>\$1,577,645</b>	<b>\$2,871,493</b>	<b>\$6,542,138</b>
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	<b>FY 23/24</b>	<b>Actual as of</b>	<b>12-month</b>	<b>FY 24/25</b>
<b>REVENUE</b>	<b>Budget</b>	<b>4/1/2024</b>	<b>Estimate</b>	<b>Budget</b>
<b>Operations and Maintenance</b>				
User Fees	\$1,764,000	\$1,376,149	\$1,834,865	\$2,221,044
Activation/Transfer Fee	20,000	11,434	12,187	12,500
Ad Valorem Tax	0	0	0	0
Collection Fees	30,000	26,841	35,788	30,000
Permit Fees	1,625	2,600	2,600	2,125
Interest	3,000	33,845	44,300	20,000
Miscellaneous O&M Income	0	0	0	0
Reuse Effluent Income - VOCA	40,000	32,483	43,311	40,000
Grant Funds	-	-	-	-
UV Replacement	702,750	0	575,490	0
Masterplan Update	102,640	0	0	0
Ultrasonic Inspection Services	0	73,579	73,579	0
Standby Mobile Generator	0	0	0	0
<i>Subtotal O&amp;M Revenue</i>	<i>2,664,015</i>	<i>1,556,931</i>	<i>2,622,120</i>	<i>2,325,669</i>
Transfer From R&R WIFA Fund	74,000	0	74,000	74,000
<b>Total O&amp;M Revenue</b>	<b>\$2,738,015</b>	<b>\$1,556,931</b>	<b>\$2,696,120</b>	<b>\$2,399,669</b>

<b>Capital Revenue</b>				
Capacity Fees	\$58,000	\$31,726	\$25,926	\$882,528
Lateral Line Reimbursement	0	0	0	0
Interest	500	21,183	23,000	23,000
Miscellaneous	0	0	0	0
<b>Total Capital Revenue</b>	<b>\$58,500</b>	<b>\$52,909</b>	<b>\$48,926</b>	<b>\$905,528</b>

<b>Total Revenue</b>	<b>\$2,796,515</b>	<b>\$1,609,840</b>	<b>\$2,745,046</b>	<b>\$3,305,197</b>
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