

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
January 19, 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)

Meeting ID: 865 0095 1096

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

Call to Order – Gary Livermont, Jim Kautz, Dan Wheeler and Rich Gardner present. David Sheets and Joanne Johnson absent.

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

1. Discussion and possible action to elect a Chair and Vice-Chair for the coming year.  
Motion: made by Director Gardner to nominate David Sheets for Chair, second by Director Kautz.  
Unanimous Approval  
Motion: made by Director Kautz to nominate Gary Livermont for Vice-Chair, second by Director Gardner.  
Unanimous Approval
2. 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 and other administrative issues.  
No action
3. Discussion and possible action to approve the meeting minutes of November 17, 2022.  
Motion: made by Director Kautz to approve the meeting minutes, second by Director Wheeler.  
Unanimous Approval
4. Discussion and possible action to approve the checks written in November and December 2022.  
Motion: made by Director Kautz to approve the checks, second by Director Wheeler.  
Unanimous Approval
5. 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.  
Brad discussed the recent intake of a green substance that has caused test result issues.
6. Discussion and possible action to approve the proposal for manhole repair by Valdez Manhole Services in the amount of \$8,962.  
Brad Bowers told the Board that this manhole is quite old and has been damaged by roots. He said this may cause some of the current landscaping to suffer.  
Motion: made by Director Gardner to approve the project repair, second by Director Kautz.  
Unanimous Approval
7. Discussion and possible action regarding the status of the grant funding projects.
  - a) UV replacement project and the status of the purchased equipment;  
Dave Dirren told the Board that he will send the bid package to the County for review.

He said his schedule is to begin advertising on January 25, hold a prebid meeting on February 9, with bids due February 23.

b) Acoustic assessment of sewer lines;

Dave said this project is in process.

c) Master plan update.

Dave told the Board that he will need to update his fee schedule because the last one is quite old. He will have the updated fee schedule for the Board at the next meeting.

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.

No action

9. Discussion and possible action regarding erosion on the treatment plant parcel.

Table this item to the next agenda.

10. Discussion and possible action regarding reuse fire suppression for the wastewater treatment plant.

No action – remove from future agendas.

11. Discussion and possible action regarding a request from Bechtel Infrastructure & Power Corp. for an easement across 405-33-479 (old treatment plant site) for access to the new AT&T cell site project.

Table this item to the next agenda.

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

Motion: made by Director Kautz to approve the invoices, second by Director Gardner.

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.