

Draft
Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
March 19, 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 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, Jarom Hiebasko, Allen Snyder and Chris Query, Sunrise Engineering; Ralph Pinto and Greg Williams, property owners.

1. Discussion and possible action to appoint Ralph Pinto to the open position formerly held by Correll, with a term to 2028.
Motion: made by Director Gardener to appoint Ralph Pinto to the open position of the Board, second by Director Hennessy.
Unanimous Approval
2. Discussion and possible action to appoint Greg Williams to the open position formerly held by Gidlow, with a term to 2028.
Motion: made by Director Gardener to appoint Greg Williams to the open position of the Board, second by Director Hennessy.
Unanimous Approval
3. Discussion regarding a presentation by Sunrise Engineering on the District's GIS program.
Jarom Hiebasko gave the Board a presentation on the information contained in the GIS maps. Dave Dirren was asked to send each Board Member the link and password for access to view the map. On the next agenda, the Board will consider approval of a GIS contract amendment that will include additional services.
4. 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 VOCA reuse contract and charges were reviewed. Diana told the Board that the charges on this account have exceeded the \$50,000 limit in the contract. Because there is a question if the procedure for VOCA notification was followed, Vice-Chair Kautz suggested splitting the overage with VOCA.
Motion: made by Chairman Sheets to split the difference and charge VOCA \$3,500, second by Director Gardner.
Unanimous Approval

Diana told the Board that the County Treasurer's office continues to show issues with the manner in which District funds are handled. She suggested moving the funds from the Capital Fund with the Treasurer to a 3-month CD with OneAZ.

Motion: made by Director Kautz to authorize Diana to transfer \$780,000 from the District's capital fund account currently with the Yavapai County Treasurer's office to a 3-month CD with OneAZ Credit Union,

Jennifer Bartos shall be the account manager, Diana King, David Sheets and Jennifer Bartos shall be signers on this account, second by Director Hennessy.
Unanimous Approval

5. Discussion and possible action to approve the meeting minutes of February 19, 2025.
Motion: made by Director Gardner to approve the meeting minutes, second by Director Williams.
Unanimous Approval
6. Discussion and possible action to approve the checks written in February 2025.
Motion: made by Director Gardner to approve the checks written in February, second by Director Williams.
Unanimous Approval
7. Discussion and possible action regarding the Waste Management contract for sludge hauling.
Jennifer told the Board that it is the advice of counsel to wait until the contract expires to make changes.
No action taken.
8. 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. No action taken.
9. 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. No action taken.
10. Discussion and possible action regarding new connections with unordinary circumstances for reaching a sewer mainline.
This is a topic that will take further investigation. No action taken.
11. Discussion and possible action regarding review of Engineering estimate for sewer main extension in Wild Horse Mesa from LS#8 to Hutson Lane.
Motion: made by Director Gardner to approve the contract in the amount of \$24,900, second by Director Hennessy.
Unanimous Approval
12. Discussion and possible action regarding projects:
On going projects
 - a) WWTP property line gate, grading & drainage and Yavapai County abandonment of right-of-way on District owned property;
 - 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 replacement);
Brad told the Board that Andritz is waiting for contracts to be signed. Jennifer said the contracts were signed in early February. Jennifer will send copies of those contracts to Brad.
 - f) Move sprinkler water line in lab;
 - g) Compliance and procedures for testing forever chemicals;
 - h) 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;
No further contact has been received from APS, so this request will be removed from future agendas. The item will be replaced with fencing this parcel. Brad was asked to get fence quotes.
 - 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);
Brad said this project is complete. He said the utilities still remain on the site.
 - 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.
13. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Hennessy to approve the invoices in the amount of \$4,097.25 and \$32,108,
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.