

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
February 16, 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 to request a Zoom meeting invitation to be emailed to you.

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

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; Jordan Ricca and Melissa Seida of Keegan Linscott, auditors.

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 and other administrative issues.
Diana told the Board of a possible option for a flexible savings account that starts at 3%. She was asked to inquire about the details.
2. Discussion and possible action to approve the meeting minutes of January 19, 2023.
Motion: made by Vice-Chair Livermont to approve the meeting minutes, second by Director Kautz.
Unanimous Approval
3. Discussion and possible action to approve the checks written in January 2023.
Motion: made by Director Kautz to approve the checks, second by Director Johnson.
Unanimous Approval
4. Discussion and possible action regarding the presentation of the 2021/2022 financial audit by Keegan Linscott.
Melissa Seida and Jordan Ricca reviewed the audit documents with the Board. General Journal entries were discussed. Jordan Ricca will create and list the entries that need to be made and input them into the District's QuickBooks and it was agreed that there will be no need for a formal agreement. Jordan Ricca is resigning his position with Keegan Linscott. Melissa said another person, Alexis, has been assigned to perform the next year audit.
Motion: made by Director Kautz to approve the audit as presented, second by Director Johnson.
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 told the Board that he will not be using the Indigo product next year, because he does not feel that it is still beneficial.

6. Discussion and possible action regarding the private sewer line that would serve the newly annexed parcel 405-34-018N.
Dave told the Board that the homeowners that currently own the private submain are concerned about an additional connection be too much load on their line. A question was raised regarding the number of connections already tied into the private sewer line. Dave Dirren was asked to do a calculation analysis to see how much capacity is being used on that line.
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 has sent the RFP to the County for review for grant compliance.
 - b) Acoustic assessment of sewer lines;
Dave Dirren said this project should be completed in March. He said he will submit the reimbursement paperwork to the County.
 - c) Master plan update.
Dave Dirren told the Board that the cost for the Master Plan update have gone up since the quote was first submitted.
Motion: made by Director Gardner to approve an increase in the original Master Plan quote by \$25,120.00, second by Director Wheeler.
Unanimous Approval
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. Chairman Sheets asked about the progress of grease trap inspections. Diana is sending a current list of restaurants to Brad so that he and Dave Dirren can work on that project again.
9. Discussion and possible action regarding erosion on the treatment plant parcel.
This item to be table to the next meeting.
10. 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.
Dave Dirren said that Bechtel will do a video of the lines before and after they have worked across the easement and they agree to do any necessary repairs.
Jennifer Bartos was asked to sign the easement.
Motion: made by Director Gardner to approve the use of the easement, second by Director Wheeler.
Unanimous Approval
11. 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 Johnson.
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.