

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
May 18, 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, Dan Wheeler, Jim Kautz, 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, 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 and other administrative issues.  
Diana told the Board that the new certificate account has been opened.
2. Discussion and possible action regarding the review of the Fiscal Year 2023/2024 Budget, Rates and Fees, and if applicable set the hearing date and time as June 15, 2023 at 9:00 a.m.  
The budget, rates and fees were reviewed.  
Motion: made by Director Gardner to approve the tentative budget, rates and fees and set the hearing date for June 15, 2023, at 9:00 am, second by Director Wheeler.  
Unanimous Approval
3. Discussion and possible action to approve the meeting minutes of April 20, 2023.  
Motion: made by Director Kautz to approve the minutes, second by Director Wheeler.  
Unanimous Approval
4. Discussion and possible action to approve the checks written in April 2023.  
Motion: made by Director Kautz to approve the checks, second by Director Gardner.  
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 has been doing grease trap inspections. He also said that the facility has passed the final WET test.
6. Discussion and possible action to proposals from Ingersoll Rand for air compressor maintenance.  
No action – table to next meeting.
7. Discussion and possible action regarding the private sewer line that would serve the newly annexed parcel 405-34-018N.  
Jennifer said that we have still not received an easement for this sewer line.
8. 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 said the UV equipment is built and waiting to be delivered. He said he is still waiting for comments back from Yavapai County. Dave said he hopes to publish the bid documents tomorrow and hold the bid opening on July 11. Dave was instructed to send the bills for this project to the County.
- b) Acoustic assessment of sewer lines;  
Dave Dirren said that Borden would like to do a presentation for the Board on May 25, 1:00, in the Sunrise/IDS conference room.
  - c) Master plan update.
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.  
Dave said that he has had no response from Circle K on connecting to the sewer system.
10. Discussion and possible action regarding ongoing projects:
- a) Erosion on the treatment plant parcel;  
Dave Dirren said he is sending a sketch to Brad so he can obtain bids.
  - b) Grease trap inspections
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.  
Jennifer told the Board that we have not heard back from Chris Kramer.
12. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.  
Motion: made by Director Wheeler to approve the invoice, 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.