

Hearing and Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
June 19, 2024 – 10:30 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 to request a Zoom meeting invitation to be emailed to you.

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

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; Robert Kozak, District's Attorney; Martin Aronson, Vista Village property owner.

Hearings:

Open Public Hearing on the Fiscal Year 2024/2025 Budget

Chairman Sheets opened the hearing.

No public comment

Close Public Hearing on the Fiscal Year 2024/2025 Budget

Chairman Sheets closed the hearing.

Open Public Hearing on the Fiscal Year 2024/2025 Rates & Fees

Chairman Sheets opened the hearing.

No public comment

Close Public Hearing on the Fiscal Year 2024/2025 Rates & Fees

Chairman Sheets closed the hearing.

Convene into Special Meeting:

1. Action on the Fiscal Year 2024/2025 Final Budget and possible adoption of Resolution No. 2024-1.
Motion: made by Director Kautz to adopt the budget and Resolution 2024-1, second by Vice-Chair Correll.
Unanimous Approval
2. Action on the Fiscal Year 2024/2025 Rates and Fees and possible adoption of Resolution No. 2024-2.
Motion: made by Director Gardner to adopt the rates and fees and Resolution 2024-2, second by Director Kautz.
Unanimous Approval

Convene into Regular Meeting:

Executive Session: The Board may convene into Executive Session pursuant to A.R.S. 38-431.03.3 for legal consultation regarding property access and licensing.

Motion: made by Director Kautz to convene into the regular meeting, second by Vice-Chair Correll.

Unanimous Approval

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 staff report was reviewed.
2. Discussion and possible action to approve the meeting minutes of May 29, 2024.
Motion: made by Director Kautz to approve the meeting minutes, second by Chairman Sheets.
Unanimous Approval
3. Discussion and possible action to approve the checks written in May 2024.
Motion: made by Director Kautz to approve the checks, second by Director Wheeler.
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.
Chairman Sheets told Mr. Aronson that the District will not enter into this agreement for parking.
Motion: made by Vice-Chair Correll that based on advice of legal counsel, no license or lease will be approved, second by Director Kautz.
Unanimous Approval
Jennifer Bartos requested the Board consider fencing this parcel. Dave Dirren was instructed to survey the parcel for fencing. Brad Bowers will contact Yavapai Fence in Camp Verde for a fencing and No Trespassing sign quote. Jennifer was instructed to add this project to the projects list.
5. Discussion and possible action regarding the renewal of the Administrative Services Contract with Improvement District Services.
Director Wheeler said he has done some research and feels the compensation for these services are appropriate.
Motion: made by Director Wheeler to approve the contract, second by Director Kautz.
Unanimous Approval
6. 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.
7. 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.
8. Discussion and possible action regarding projects:
On going projects
 - a) UV Replacement Project;
The paperwork for the gate will be submitted to the County when available.
 - b) WWTP property line gate, grading and drainage project;
This will be included in the UV Replacement Project.
 - c) Erosion at Lift station #8;
Dave Dirren said the survey is done and he will send it to the County.
 - d) Grease trap inspections;
Brad said they started the inspection June 10 and will have a report at the next meeting.
 - e) Update Master Plan and System Modeling;
Dave Dirren said they will be collecting the information from Borden by the end of the month.
 - f) Easement encroachment w/fence, property owner notifications;
Dave Dirren will get the information to Jennifer.
 - g) New solids removal system (belt press replacement);
Dave Dirren said the RFP is 99% complete.
 - h) Move sprinkler water line in lab;
Brad said he has been waiting on the contractor to do the work, but the contractor will not contact him back. Diana also tried getting ahold of the contractor.
 - i) Compliance and procedures for testing forever chemicals;

Dave Dirren will contact the company that is doing the testing and treatment.

Future projects

- j) Removal of the onsite trailer & possible replacement (12x40);
 - k) WWTP interior rehab, insulation, etc.;
 - l) Fire suppression modifications;
Dave Dirren will check with Arizona Water for the proper meter and line size.
 - m) Future sewer line extensions.
9. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Kautz to approve the invoices, second by Chairman Sheets.
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.