

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
August 20, 2025 – 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, Ralph Pinto and Pat Hennessy present. Greg Williams absent.

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; Daniel Langsmith, District Engineer, Sunrise Engineering; John Bargman, 105 Saddlehorn prospective property owner.

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 to include:
 - a) Possible acquisition of parcel #405-34-004W
The appraiser has requested a survey.
 - b) Engagement letter with Keegan, Linscott & Associates for the 2024/2025 Annual Audit
Motion: made by Director Hennessy to approve the engagement, second by Director Gardner.
Unanimous Approval
 - c) Engagement letter with Chris Kramer of Nossman and Associates for representation of legal counsel for the APS request for easement and access.
The Board agreed that this engagement is beneficial to the District.
 - d) Transfer of budgeted funds between O&M line items.
Brad Bowers told the Board that a general category for Systems Operations was omitted from the budget and requested that transfer of funds from the more specific areas of the budget could be utilized as necessary. There was no opposition to the transfers within the O&M budget to be performed as needed.
2. Discussion and possible action to approve the meeting minutes of June 18, 2025.
Motion: made by Director Hennessy to approve the meeting minutes, second by Director Pinto.
Unanimous Approval
3. Discussion and possible action to approve the checks written in June and July 2025.
Motion: made by Director Gardner to approve the checks, second by Director Pinto.
Unanimous Approval
4. 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.
Brad reviewed the reports with the Board. It was decided to notify Waste Management that the District will not renew the next contract term.

5. Discussion and possible action to review and approve invoices for additional services by EBS and AGM invoices.
The invoices were reviewed with no opposition.
6. Discussion and possible action to review and approve a quote for a compressor.
Brad told the Board the cost for 2-10hp Kaiser compressors is \$42,590 plus installation and an electrical upgrade could be needed.
Motion: made by Director Hennessy to approve the purchase of the compressors, second by Director Kautz.
Unanimous Approval
7. Discussion and possible action to consider a quote for pads for the lab and storage facilities.
This item was reviewed and approved in the budget.
8. Discussion and possible action regarding the Engineer's Report by Daniel Langsmith, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties.
John Bargman spoke to the Board regarding his interest in purchasing the parcel at 105 Saddlehorn. He said that Yavapai County would require connection to the sewer system for development, regardless of the cost. It was noted that in past years, the ADEQ has put a limit on the cost for sewer connection, but that limit has been removed and any parcels within 200' of a sewer mainline must connect, regardless of the cost. For 105 Saddlehorn, the only way to connect to a sewer mainline would be to obtain an easement from lot 10, which is currently against District policy to cross another property for connection. With this new ADEQ and Yavapai County rule, the District may need to consider modifying the rules and requirements for connection.
9. Discussion and possible action regarding renewals of work releases and agreements with Sunrise Engineering, to include:
 - a) Master Agreement for District Engineering Services
There were questions on the latest plan for the master plan project on how the flows would be measured. This item was placed on hold for review on what is included in the research performed.
 - b) Work Release for GIS
Approved
 - c) Work Release for Customer Coordination
Approved
10. Discussion and possible action regarding a request from APS to create a temporary easement and cross the District's property on parcel 405-34-026Q.
Jennifer told the Board that Chris Kramer will review the documents from APS and give a recommendation to the Board.
No action taken
11. Discussion and possible action regarding projects:
On going projects
 - a) WWTP property line gate and water line and Yavapai County abandonment of right-of-way;
Daniel Langsmith told the Board that Yavapai County is requiring additional Geotech work in the amount of \$4,800.
Also, a change order was presented and approved for Ligon Construction in the amount of \$24,000.
 - b) Grease trap inspections;
 - c) Update Master Plan & System Modeling and 1-year flow meter reporting by RH Borden;
Jennifer Bartos will meet with Daniel Langsmith for further explanation of the research that will be included in the Master Plan regarding flows on the current mainlines.
 - d) Easement encroachment w/fence, property owner notifications;
 - e) New solids removal system (belt press replacement);
Delivery is expected in April 2026.
 - f) Compliance and procedures for testing forever chemicals;
 - g) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road;
Motion: made by Director Kautz to approve \$15,000 to fence this parcel, second by Director Hennessy.
Unanimous Approval

- h) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane.
Daniel Langsmith said the permit fee should be paid to Yavapai County.

Future projects

- i) Removal of the onsite trailer & possible replacement (12x40);
- j) WWTP interior rehab, insulation, etc.;
- k) Fire suppression modifications;
- l) Future sewer line extensions;
- m) Raise lift station #8 wall and gate.

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

There were questions regarding charges on the invoices for Daniel Langsmith to be brought current on District issues from the notes and paperwork left by Dave Dirren. Chairman Sheets said the District should not be paying for this type of time spent learning. He said that Sunrise Engineering provides these services and they should absorb any learning time required by the new engineer.

Motion: made by Director Hennessy to approve paying the invoices after review, 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.