

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
April 20, 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, Dan Wheeler, Jim Kautz, Rich Gardner and Gary Livermont present. 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 and Zack Pemberton, 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.
The staff report and District financials were reviewed. Chairman Sheets will not attend the May meeting.
2. Discussion and possible action to set up a Business Certificate account at OneAZ in the amount of \$500,000.
Motion: made by Director Gardner to move District funds in the amount of \$500,000 from the OneAZ O&M account to a 3% savings account at OneAZ; Jennifer Bartos is assigned as the account manager; the signers on the account will be David Sheets, Diana King and Jennifer Bartos, second by Director Kautz.
Unanimous Approval
3. Discussion and possible action regarding the review of the Fiscal Year 2023/2024 Budget.
The draft budget was reviewed. Modifications to the draft budget: add reference numbers to all lines; remove \$125,460 from Master Plan in 12-mo estimate; add lines under Engineering for UV Replacement, Treatment Plant Erosion and Lift station #8 Erosion and split costs between engineering & O&M; add Acoustic System Analysis for 23/24; increase Manhole/Wash Erosion to \$125,000 for 23/24.
4. Discussion and possible action to approve the meeting minutes of March 16, 2023.
Motion: made by Vice-Chair Livermont to approve the meeting minutes, second by Director Wheeler.
Unanimous Approval
5. Discussion and possible action to approve the checks written in March 2023.
Motion: made by Director Gardner to approve the checks, 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; updates on the Perpetual System Maintenance Projects.

Jennifer Bartos was asked to sign the Waste Management contract.

7. Discussion and possible action to proposals from Ingersoll Rand for air compressor maintenance.
No action – table item to next meeting.
8. Discussion and possible action regarding the private sewer line that would serve the newly annexed parcel 405-34-018N.
Jennifer told the Board that Bob Kozak has created the agreement, but that we are waiting on the property owner to provide us with a copy of the recorded easement for the private sewer line.
9. 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 was asked to submit the pay requests for reimbursement for the equipment purchased and the engineering fees.
 - b) Acoustic assessment of sewer lines;
 - c) Master plan update.
10. 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 engineering report was reviewed.
11. Discussion and possible action regarding ongoing projects:
 - a) Erosion on the treatment plant parcel;
 - b) Grease trap inspections – Zack Pemberton gave the Board and staff a presentation of the grease trap information contained in the GIS program.
12. 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.
No action – item table to next meeting.
13. 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 Wheeler.
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.