

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
September 18, 2019 - 10:00 a.m.
Sedona Fire Station #3, 125 Slide Rock, Sedona, Arizona

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.

Call to Order – David Sheets, Gary Livermont, Jim Kautz, Lee Meiner, Joanne Johnson, Ruth Kane and Brien Gidlow present.

Pledge of Allegiance

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, Tyson Glock and Sid Mazumdar, Sunrise Engineering.

*Unanimous Approval indicates a unanimous vote by the Board.

1. Discussion and possible action to accept Moneesh Chatterjee's resignation from the Board of Directors. Chairman Sheets thanked Mr. Chatterjee for his service.
Motion: made by Director Johnson to accept Mr. Chatterjee's resignation, second by Director Meiner.
Unanimous Approval
2. Discussion and possible action to appoint Brien Gidlow to the open position on the Board of Directors.
Motion: made by Director Johnson to appoint Brien Gidlow to the Board of Directors, second by Director Kane.
Unanimous Approval
3. 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.
Jennifer reviewed the report with the Board.
4. Consent Agenda:
 - a) Approve the meeting minutes of August 28, 2019;
Motion: made by Director Kautz to approve the minutes, second by Director Meiner.
Unanimous Approval
 - b) Approve checks and warrants written in August 2019.
Motion: made by Director Meiner to approve the checks and warrants, second by Vice-Chairman Livermont.
Unanimous Approval
5. Discussion and possible action regarding amendments to the District Ordinance and ERU chart.
The new ERU chart was reviewed. Jennifer told the Board that there will be other items for an Ordinance amendment, so she recommended the Board adopt the changes to the ERU chart as a policy now and then as an Ordinance amendment at a later date.
Motion: made by Director Kane to adopt the new ERU Chart as a policy, second by Vice-Chairman Livermont.
Unanimous Approval
6. 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 Bowers reviewed the report with the Board. Alternatives to the current UV system was discussed.

7. Discussion and possible action regarding electricity and a gate on the north boundary of the wastewater treatment plant property.
Brad received quotes from \$12,000 to \$30,000. He will continue to do research.
8. For discussion only – introduction of a new engineer to replace Tyson Glock.
Tyson Glock introduced Sid Mazumdar as his replacement.
9. Discussion and possible action regarding the Engineer’s Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, GIS updates and grease trap installs/inspections.
Dave reviewed his report with the Board
10. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project.
Dave said the plans were submitted to Yavapai County on September 13th. He said he could have the bid packets together by the end of next week.
11. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services for August.
Motion: made by Vice-Chair Livermont to approve the Sunrise 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.