

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
March 27, 2019 - 9:00 a.m.
Ranger Station Admin Office, 8375 AZ-179, 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, Lee Meiner and Ruth Kane present. Jim Kautz joined the meeting at approximately 10:00 a.m.
Joanne Johnson and Moneesh Chatterjee absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk and Diana King, District Administrator, Improvement District Services, Inc.; 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.
The staff report was reviewed.
2. Consent Agenda:
 - a) Approve the meeting minutes of January 16, 2019;
 - b) Approve checks written in January and February 2019.Motion: made by Director Meiner to approve the consent agenda, second by Vice-Chairman Livermont.
Unanimous Approval
3. 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 was absent for this meeting.
4. Discussion and possible action regarding the Indigo project for wastewater solids treatment.
Motion: made by Director Meiner to proceed with the Indigo Project on a trial basis, second by Director Kane.
Unanimous Approval
5. 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.
The report was reviewed.
6. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral project and public meeting.
Public information will be reviewed at the Finance Committee meeting on April 10th.
7. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services, for January and February.
Motion: made by Director Kane to approve the January and February invoices, second by Director Meiner.
Unanimous Approval
8. Discussion and possible action to approve a proposal from GHD, Inc. to review and make recommendations for modification and updates to the ERU list in the District Ordinance, for approximately \$20,000.

Motion: made by Vice-Chairman Livermont to approve the proposal with GHD, Inc., second by Director Meiner
Unanimous Approval

9. Discussion and possible action regarding leasing the old treatment plant site, parcel #405-33-479, to Martin Aronson for a gravel parking lot.

Chairman Sheets would like to see a plan of the intended parking lot, to include who will park there, is RV parking allowed, will overnight parking be allowed, abandoned vehicles, how many parking spaces will be included and how will spaces be marked if the lot is gravel, what type of security and screening will be provided. All required permits, zoning issues, insurance and taxes shall be paid by the lease. The agreement must read the lease can be renewed for 5 years under mutual agreement. Jennifer was asked to inquire with the Assessor's office on who will pay property tax.

Motion: made by Vice-Chairman Livermont agree to lease with all of the conditions discussed today, second by Director Meiner. Motion and second withdrawn.

The Board requires more information prior to making a decision.

10. Presentation of the DRAFT FY 2019/2020 tentative budget, rates and fees.
The tentative budget will be reviewed at the Finance Committee meeting and the next Board meeting.

11. Discussion and possible action to approve additional verbiage for an Ordinance Amendment:

Section 401.A – Mandatory Connection Any property within the boundaries of the District with a sewer mainline running adjacent to or within 100 feet of the property is required to connect to the District wastewater system, in accordance with the provisions of this Ordinance, **for new construction or replacing an on-site system.**

If applicable, set the hearing date and time as April 17 at 10:00 a.m.

Motion: Director Meiner to approve the Ordinance Amendments recommended by Dave Dirren to include 200' mandatory connection with legal access that complies with the ADEQ and Ordinance requirements, lateral line connection requirements, capacity fee paid prior to engineering services, modification to grease trap section and hydro-sealing new manhole connections, second by Vice-Chairman.

Unanimous Approval

Pending Issues:

12. Discussion and possible action regarding an asset inventory.
The Board is still waiting for an asset inventory from Brad Bowers
13. Discussion and possible action regarding amendments to the District Ordinance 2016-1, to include:
- a. Appropriate type of connection for lateral lines
 - b. Capacity fee to be paid prior to engineering review

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.