

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
March 20, 2024 – 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/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, Dan Wheeler, Jim Kautz, Rich Gardner and Cindy Correll present.

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, Sunrise Engineering.

1. Discussion and possible action to accept Gary Livermont's resignation from the District Board of Directors.
Motion: made by Director Gardner to approve the resignation, second by Director Kautz.
Unanimous approval
2. 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.
3. Discussion and possible action to approve the meeting minutes of February 21, 2024.
Motion: made by Director Kautz to approve the minutes, second by Director Correll.
Unanimous approval
4. Discussion and possible action to approve the checks written in February 2024.
Motion: made by Director Gardner to approve the checks, second by Director Kautz.
Unanimous approval
5. Discussion and possible action regarding the Fiscal Year 2024/2025 Budget, Rates & Fees.
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.
The report was reviewed.
7. Discussion and possible action regarding a project to increase the wastewater treatment plant water line and water meter size.
Table to next agenda
8. Discussion and possible action regarding the RFP, design and installation of a new solids removal system.

Motion: made by Director Gardner to approve the amount \$9,250, second by Director Kautz.
Unanimous approval

9. Discussion and possible action regarding a sewer project on and around Supai Drive and Bell Rock Blvd.
Hold for future agenda
10. Discussion and possible action regarding the status of the grant funding projects.
 - a) UV replacement project and the status of the purchased equipment;
Jennifer is to send the Consent Order to Chris Kramer
 - b) Acoustic assessment of sewer lines.
This grant project is finished and paid
11. Discussion and possible action to approve the proposal from Sunrise Engineering for the Master Plan update and System Modeling project.
Motion: made by Director Gardner to approve the proposal for \$231,690, second by Director Kautz.
Unanimous approval
12. 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.
13. Discussion and possible action regarding ongoing projects:
 - a) WWTP property line gate, grading and drainage project.
 - b) Erosion at Lift station #8 – plans are ready to go to the County
 - c) Grease trap inspections – Brad will put in all monthly reports
 - d) Update Master Plan and System Modeling
 - e) Easement encroachment w/fence, property owner notifications.
14. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Gardner 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.