

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
September 14, 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)

Contact jbartos@idsadmin.com to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Jim Kautz, Dan Wheeler and Rich Gardner present. Gary Livermont and Joanne Johnson absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, and Diana King, District Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering; Chris Kramer and Will Bassoff, Nossaman, LLC, District Legal Counsel; Cindy Correll, property owner.

Executive Session: The Board may convene into Executive Session pursuant to A.R.S. 38-431.03.3 for legal consultation regarding easements and licensing.

1. Discussion and possible action to accept the resignation of Joanne Johnson from the Board of Directors.
Motion: made by Director Gardner to accept Joanne Johnson's resignation, second by Director Kautz.
Unanimous Approval
2. Discussion and possible action to appoint Cynthia Correll to the open position on the Board of Directors for a term expiring in November 2024.
Motion: made by Director Wheeler to appoint Cynthia Correll to the open position on the Board of Directors, second by Director Kautz.
Unanimous Approval

Motion: made by Director Gardner to convene into Executive Session.
Unanimous Approval
Motion: made by Director Gardner to convene back into the regular meeting and consider agenda item #11d, second by Director Kautz.
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.
Diana was instructed to keep \$300,000 in the OneAZ checking account and transfer the remaining amount, approximately \$1,300,000 to one of the existing Club Savings accounts. Also, she was instructed to transfer \$73,905 from the regular savings account to one of the existing Club Savings accounts. Additionally, Diana was instructed to leave the balance of the funds currently in the Yavapai County Treasurer Capital Fund account, approximately \$15,000, in that YCT Fund account.
Jennifer was asked to speak to Bob Kozak regarding the estimated cost to foreclose on a District lien.
Jennifer will look into the possible acquisition of parcel 405-34-004W.
The next Board meeting will be October 17, 2023 at 2:00 pm via Zoom.
4. Discussion and possible action to approve the meeting minutes of July 20 and August 2, 2023.

Motion: made by Director Kautz to approve the meeting minutes, second by Chairman Sheets.
Unanimous Approval

5. Discussion and possible action to approve the checks written in July and August 2023.
Motion: made by Director Gardner to approve the checks, second by Director Correll.
Unanimous Approval
6. Discussion and possible action to approve the audit engagement with Keegan, Linscott and Associates, P.C.
Motion: made by Director Wheeler to approve the audit engagement, second by Director Kautz.
Unanimous Approval
7. 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.
Brad reviewed the report with the Board. He noted the multiple alarm issues on the report and said he is replacing the current alarms. Staff was instructed to not bill VOCA for the after hours call out to shut off the reuse water.
8. Discussion and possible action regarding a gate at the north side of the District's wastewater treatment plant property.
Dave Dirren will have the survey crews out for the gate project and the drainage at lift station #8.
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 said the contract with Ligon should be arriving shortly. Dave provided the Board with a proposed construction schedule, beginning October 1.
 - b) Acoustic assessment of sewer lines;
Dave Dirren will contact the County again about reimbursement of this project.
 - c) Master plan update.
This project is on hold until the sole-source issue can be resolved.
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.
Dave Dirren will contact the Yavapai County Environmental Services regarding the long term use of portable toilets at the Circle K.
The next agenda will include a discussion and possible action regarding the installation of a new belt press, or solids removal system. Robert Worley, Sunrise Engineering, will begin the initial investigation along with Brad Bowers.
11. Discussion and possible action regarding ongoing projects:
 - a) Erosion on the treatment plant parcel;
 - b) Grease trap inspections
 - c) The private sewer line that would serve the newly annexed parcel 405-34-018N.
 - d) 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.
Motion: made by Director Gardner to authorize Chris Kramer to create a permit for AT&T, second by Director Kautz
Unanimous Approval
12. 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 Correll.
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.