

Hearing and Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
February 19, 2020 - 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, Joanne Johnson, Jim Kautz, Brien Gidlow, Ruth Kane and Lee Meiner present.

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.

Pledge of Allegiance

Hearing:

Open Public Hearing on District Ordinance amendments.

Chairman Sheets opened the hearing.

Director Gidlow noted that 26A, Hotel Room with Kitchenette for 1 ERU, is missing.

Close Public Hearing on District Ordinance amendments.

Chairman Sheets closed the hearing.

Convene into Special Meeting:

Action to adopt Ordinance No. 2020-1.

Motion: made by Director Johnson to adopt Ordinance No. 2020-1, second by Director Kautz.

Unanimous Approval

Convene into Executive Session pursuant to A.R.S. 38-431.03.3 for legal advice regarding ERU assignments.

Convene into Regular Meeting:

1. Discussion and possible action to instruct District representatives on ERU assignments.
Motion: made by Director Kautz to adopt the recommendation discussed with counsel in executive session and to have Mr. Kozak write the response, second by Director Johnson.
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 and other administrative issues.
Jennifer and Diana reviewed the staff report with the Board.
3. Discussion and possible action to reschedule the March 18 meeting to March 11, 2020.
Finance Committee will be held as a Study Session 9:00 / BOD 1:00
Motion: made by Director Johnson to approve moving the meeting, second by Director Meiner.
Unanimous Approval
4. Consent Agenda:
 - a) Approve the meeting minutes of January 15, 2020;
AS REVISED - #7 Remove Director Gidlow, #8 Change to Vice-Chairman
Approve checks written in January 2020.Motion: made by Vice-Chairman Livermont to approve the consent agenda, second by Director Johnson.
Unanimous Approval
5. Discussion and possible action regarding the renewal of the Reuse Contract with VOCA.

There will be a study session at 9:00 on March 11th at the Fire Station #3 training room to review the proposed contract.

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 reviewed the report with the Board.
7. 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.
No discussion.
8. Discussion and possible action regarding the project status for the Fairway Oaks/Chaparral/Sugarloaf Sewer Line Extension Project.
Dave Dirren said the kickoff meeting with the County will be February 25th and they should break ground shortly after that. Director Meiner expressed his concern on how long this project has taken to start.
9. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.
Motion: made by Director Johnson to approve the invoices in the amount of \$4,292.60, second by Director Kautz.
Unanimous Approval
10. Discussion and possible action regarding electricity and a gate on the north boundary of the wastewater treatment plant property. Possible action on approval for Sunrise Engineering to create a bid/specifications package.
Dave Dirren will send out the bid package to qualified companies for a 30-day response time.
11. Discussion and possible action regarding sludge hauling and disposal options.
Direction to Sunrise Engineering to provide a cost to put together a cost benefit and requirements for drying beds.
12. Discussion and possible action regarding a UV replacement project.
The Board reviewed Dave Dirren's cost analysis. He will have an updated cost analysis by the April meeting.

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.