

**Meeting Minutes**  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
March 17, 2021 – 10:00 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.*

Topic: Big Park DWWID Board of Directors Meeting

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Meeting ID: 850 7607 5483

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Contact [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Gary Livermont, Brien Gidlow, Rich Gardner and Joanne Johnson present. Jim Kautz 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 and Sid Mazumdar, 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.  
An amendment to the District Ordinance prohibiting discharge from swimming pools and spas was discussed. Jennifer said she will have a draft budget ready for the April meeting.
2. Consent Agenda:
  - a) Approve the meeting minutes of February 18, 2021;  
Motion: made by Director Johnson to approve the minutes, second by Vice-Chair Livermont.  
Unanimous Approval
  - b) Approve checks written in February 2021.  
Motion: made by Director Johnson to approve the checks, second by Director Gidlow.  
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 reviewed the report with the Board.
4. Discussion and possible action regarding the UV replacement project.  
Sid told the Board that it would be best to bid the project that includes both construction and equipment.
5. 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 was asked for a budget figure to update the District's Master Plan. A hydraulic model was considered. Dave was asked to provide an estimate for that service.

6. 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 amounts of \$28,330 and \$1,395, second by Director Gidlow.

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.