

Public Hearing and Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
June 18, 2025 – 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 and directed to the Board Chairperson, and shall begin with stating and spelling of the speaker's name and address. 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/88569396118>

Meeting ID: 885 6939 6118 / Dial by your location: 346-248-7799 / 669-444-9171 / 669-900-9128

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

Call to Order – David Sheets, Rich Gardner, Jim Kautz, Greg Williams, Ralph Pinto and Pat Hennessy present.

Also present and participating in the study session: Jennifer Bartos, District Clerk/Administrator, Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Daniel Langsmith, District Engineer, and GW Harris, Sunrise Engineering; Jorge Sanchez, property owner of 405-34-004W and Maggie; Anthony Miachika, Tor Stuart and Dave Buckley, developers and engineers for Juniper at Oakcreek 12 Unit project.

Hearings:

Open Public Hearing on the Fiscal Year 2025/2026 Budget

Chairman Sheets opened the hearing.

Close Public Hearing on the Fiscal Year 2025/2026 Budget

Hearing no public comment, Chairman Sheets closed the hearing.

Open Public Hearing on the Fiscal Year 2025/2026 Rates & Fees

Chairman Sheets opened the hearing.

Close Public Hearing on the Fiscal Year 2025/2026 Rates & Fees

Hearing no public comment, Chairman Sheets closed the hearing.

Convene into Special Meeting:

1. Action on the Fiscal Year 2025/2026 Final Budget and possible adoption of Resolution No. 2025-1.
Motion: made by Director Hennesey to adopt the final Fiscal Year 2025/2026 Budget and Resolution 2025-1, second by Vice-Chair Kautz.
Unanimous Approval
2. Action on the Fiscal Year 2025/2026 Rates and Fees and possible adoption of Resolution No. 2025-2.
Motion: made by Director Williams to adopt the Fiscal Year 2025/2026 Rates and Fees and Resolution 2025-2, second by Vice-Chair Kautz.
Unanimous Approval

Convene into Regular Meeting:

1. Discussion and possible action regarding possible acquisition of parcel #405-34-004W.
The acquisition of this parcel would be for the location and possible future expansion of Lift Station #8. Jennifer explained that the current Lift Station location is in the County right-of-way along Wild Horse Mesa Road. She said that at the advice of legal counsel, an appraisal and survey will be necessary. Mr. Sanchez said that he purchased the property with no intention to sell, even though he has had several requests. Jennifer said that the District contacted a realtor that attempted to contact Mr. Sanchez last year, but that he was non-responsive and therefore, the District requested the attorney, Bob Kozak to contact

him. It was stated that the District much prefer to negotiate with Mr. Sanchez, rather than acquire the property through condemnation.

Motion: made by Director Hennessey to authorize Sunrise Engineering to perform a survey of the parcel in an amount not to exceed \$4,750.00, second by Director Gardner.

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 May 21, 2025.
Motion: made by Vice-Chair Kautz to approve the meeting minutes, second by Director Hennessey.
Unanimous Approval

4. Discussion and possible action to approve the checks written in May 2025.
Motion: made by Vice-Chair Kautz to approve the checks, second by Director Williams.
Unanimous Approval

5. 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.
Jennifer told the Board that the cost of separate pollution insurance will be approximately \$20,000 and she asked the Board if they wish to continue that coverage. Brad told the Board that he carries pollution insurance. The Board asked what additional coverage that policy would provide.
Brad told the Board that the ADEQ is requirement new composite samplers, he estimates \$17,744.00 plus installation.
Motion: made by Vice-Chair Kautz to approve a new sampler for the cost of \$17,744, plus installation, second by Director Hennessey.
Unanimous Approval

6. Discussion and possible action regarding the Engineer's Report by Daniel Langsmith, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties.
Daniel told the Board that he received a request from the developers of the Juniper at Oakcreek 12-Unit Project for a deviation of the District's easement requirements due to a lack of space. The Board agreed to allow a deviation of the easement based on EBS inspections and Sunrise inspection of the compaction. The easement will be for a reduction of a 15' easement to an 8' easement for an 8" gravity main line.

7. Discussion and possible action regarding projects:

On going projects

- a) WWTP property line gate and water line and Yavapai County abandonment of right-of-way;
We are still waiting for the County hearing to release the easement.
- b) Grease trap inspections;
- c) Update Master Plan & System Modeling and 1-year flow meter reporting by RH Borden;
Daniel told the Board that for 1-year, the cost would be \$6,400 with Borden; or 2 weeks with Western Environmental for \$6,000.
- d) Easement encroachment w/fence, property owner notifications;
Brad will check again
- e) New solids removal system (belt press replacement);
- f) Compliance and procedures for testing forever chemicals;
- g) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road;
Brad will get a quote
- h) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane
The documents are being prepared to submit to the County for a permit

Future projects

- i) Removal of the onsite trailer & possible replacement (12x40);
The trailer is removed
- j) WWTP interior rehab, insulation, etc.;
- k) Fire suppression modifications;

- l) Future sewer line extensions;
 - m) Raise lift station #8 wall and gate.
- 8. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Vice-Chair Kautz to approve the invoices, second by Director Hennessey.
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.