

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
July 20, 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](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

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

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 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.  
The staff report was reviewed.
2. Discussion and possible action to approve the meeting minutes of June 15, 2023.  
Motion: made by Director Kautz to approve the minutes, second by Director Wheeler.  
Unanimous Approval
3. Discussion and possible action to approve the checks written in June 2023.  
Motion: made by Chairman Sheets to approve the checks, second by Vice-Chairman Livermont.  
Unanimous Approval
4. Discussion and possible action to adopt new meeting dates, beginning with the September 2023 meeting.  
Motion: made by Director Gardner to set the new meeting dates as the third Wednesday in every quarter at 9:00 am, beginning in September, second by Director Kautz.  
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; updates on the Perpetual System Maintenance Projects.  
Jennifer suggested contacting the County for a "No Outlet" sign on Hutson Lane.
6. Discussion and possible action regarding a gate at the north side of the District's wastewater treatment plant property.  
Brad presented the Board with a handwritten proposal from Ligon Excavation in the amount of \$27,854.10. However, the proposal's description of the work to be done was not as detailed as the Board and staff felt it should be. Dave Dirren will draw a detailed sketch of the project and provide it to Ligon Excavation to confirm the work stated and the price.  
This item shall be included in the August 2<sup>nd</sup> Special Meeting agenda.
7. Discussion and possible action regarding the status of the grant funding projects.

- a) UV replacement project and the status of the purchased equipment;  
The bids will be opened at 11:00 on July 21<sup>st</sup>. Dave Dirren will review the bids and references. The Board will meet at 3:00 on Wednesday, August 2, 2023, to consider Dave Dirren's recommendation.
  - b) Acoustic assessment of sewer lines;
  - c) Master plan update.  
Jennifer told the Board that she contacted Yavapai County, inquiring about the payments submitted for the Acoustic assessment and Master plan. However, she has not received a response.
8. 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. The Engineer's report was reviewed.
9. Discussion and possible action regarding ongoing projects:
- a) Erosion on the treatment plant parcel;  
Brad presented a proposal from Ligon Excavation in the amount of \$5,500.
  - b) Grease trap inspections  
No discussion
  - c) The private sewer line that would serve the newly annexed parcel 405-34-018N.  
The District has not received any easements for this line.
  - 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.  
Dave Dirren has been working with Chris Kramer on this agreement.
  - e) Proposals from Ingersoll Rand for air compressor maintenance.  
Remove this item from the agenda.
10. 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 Kautz.  
Unanimous Approval
11. Discussion and possible action to fill the open position on the Board of Directors.  
Director Wheeler will be in touch with Cindy Correll to attend the September 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.