

Hearing and Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
June 15, 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, Dan Wheeler, Jim Kautz, and Rich Gardner present. Gary Livermont and 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.

Hearings:

Open Public Hearing on the Fiscal Year 2023/2024 Budget

Chairman Sheets opened the hearing. No comments and no public present. Chairman Sheets closed the hearing.

Close Public Hearing on the Fiscal Year 2023/2024 Budget

Open Public Hearing on the Fiscal Year 2023/2024 Rates & Fees

Chairman Sheets opened the hearing. No comments and no public present. Chairman Sheets closed the hearing.

Close Public Hearing on the Fiscal Year 2023/2024 Rates & Fees

Convene into Special Meeting:

1. Action on the Fiscal Year 2023/2024 Final Budget and possible adoption of Resolution No. 2023-1.
Motion: made by Director Gardner to approve the final budget and adopt Resolution No. 2023-1, second by Director Kautz.
Unanimous Approval
2. Action on the Fiscal Year 2023/2024 Rates and Fees and possible adoption of Resolution No. 2023-2.
Motion: made by Director Gardner to approve the rates and fees and adopt Resolution No. 2023-2, second by Director Kautz.
Unanimous Approval

Convene into Regular Meeting:

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.
Jennifer was asked to speak with legal counsel regarding foreclosing on District liens.
Jennifer told the Board that Joanne Johnson notified her that she will resign due to health reasons.
Director Wheeler will inquire about a person possibly interested in filling the open Board position.

2. Discussion and possible action to approve the meeting minutes of May 18, 2023.
Motion: made by Director Kautz to approve the meeting minutes, second by Director Gardner.
Unanimous Approval
3. Discussion and possible action to approve the checks written in May 2023.
Motion: made by Director Kautz to approve the checks, second by Director Gardner.
Unanimous Approval
4. 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 submitted grease trap reports.
5. Discussion and possible action to proposals from Ingersoll Rand for air compressor maintenance.
Table to next meeting.
6. 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 project is out to bid with bid opening on July 13.
 - b) Acoustic assessment of sewer lines;
Dave Dirren said he has sent the costs and documentation to the County.
 - c) Master plan update.
This project is on hold
Jennifer was asked to write to Yavapai County to get the status of the payments for the acoustic and master plan. Also, she should inquire why there have not been any future meetings with the County staff.
7. 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.
8. Discussion and possible action regarding ongoing projects:
 - a) Erosion on the treatment plant parcel;
Dave Dirren said he has given a sketch to Brad so he can get bids. Brad said he is meeting contractors onsite next week.
 - b) Grease trap inspections
See Item #4
 - 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.
9. 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 Wheeler.
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.