

Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
December 18, 2019 - 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, Lee Meiner, Brien Gidlow, Jim Kautz and Joanne Johnson present. Ruth Kane absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering.

Pledge of Allegiance

1. Action to appoint Joanne Johnson, Lee Meiner, Jim Kautz and Brien Gidlow to the Board of Directors for new 4-year terms.
Motion: made by Vice-Chair Livermont to appoint Joanne Johnson, Lee Meiner, Jim Kautz and Brien Gidlow to the Board of Directors, second by Chairman Sheets.
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 was asked to arrange a meeting to review the Ordinance amendments.
3. Consent Agenda:
 - a) Approve the meeting minutes of November 20, 2019;
 - b) Approve checks and warrants written in November 2019.Motion: made by Director Meiner to approve the consent agenda, second by Director Kautz.
Unanimous Approval
4. 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 his report with the Board.
5. 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 have more information at the next meeting.
6. Discussion and possible action regarding sludge hauling and disposal options.
Diana will write a letter to Waste Management not renewing the contract. She was asked to get a copy of the signed contract. Jennifer and Brad will work with Taylor Disposal to put together a contract.
7. Discussion and possible action regarding a UV replacement project.
It was noted that if the UV system was upgraded the District could use reuse water for fire suppression.
8. 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.
Dave reviewed his report with the Board.
9. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project and notification to the public. Possible action regarding fees and payment schedules for the Fairway Oaks/Chaparral project and if applicable set the hearing date and time as January 15, 2020, at 10:00 a.m.

Dave Dirren said one contractor attended the pre-bid meeting. He said construction is to start on February 4th and the duration of the construction is expected to be 90 days.

Motion: made by Vice-Chair Livermont to approve the rate for lateral installation and set the hearing date and time, second by Director Meiner.

Unanimous Approval

10. Discussion and possible action regarding the pumping costs for 410 Fairway Oaks Drive.
Brad said the property owner has not dumped at the treatment plant in 2 weeks, so the problem must be solved.

11. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services for November.

Motion: made by Director Kautz to approve the invoices, second by Director Johnson.

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.