

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

October 20, 2022 – 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/81381507544>

Meeting ID: 813 8150 7544

Dial by your location: 669-900-9128 US (San Jose), 253-215-8782 US (Tacoma), (346) 248 7799 US (Houston)

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

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

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.
Diana spoke to the Board regarding the delinquent account #03150H16. She was instructed to update the lien amount annually.
Diana was asked to break out the routine budget numbers monthly.
There will not be a meeting in December.
The District bank accounts were discussed, along with the interest rates paid by the different OneAZ accounts.
Motion: made by Vice-Chair Livermont to open a six-month Business Term Share Certificate in the amount of \$500,000 at OneAZ; David Sheets, Jennifer Bartos and Diana King shall be authorized signers and the account manager will be Jennifer Bartos, second by Director Kautz.
Unanimous Approval
2. Discussion and possible action to approve payment for cyber security with Fruth Group in the amount of \$1,026.00 per month.
The District will cover the cost of cyber security in the amount of \$1,026 per month.
3. Discussion and possible action to approve the annexation documents for parcel 405-34-018N and adopt Resolution 2022-8.
Motion: made by Director Johnson to approve the annexation documents and adopt Resolution 2022-8, second by Director Kautz.
Unanimous Approval
4. Discussion and possible action to approve the meeting minutes from September 15 and the special meeting minutes of September 22, 2022.
Motion: made by Director Gardner to approve the meeting minutes, second by Director Johnson.
Unanimous Approval
5. Discussion and possible action to approve the checks written in September 2022.
Motion: made by Director Johnson to approve the checks, second by Director Wheeler.
Unanimous Approval
6. Discussion and possible action to consolidate election dates to even years and extend Board Member terms, and if applicable adopt Resolution 2022-7.
Jennifer told the Board that they approved the consolidation of the elections in November 2021. She said that Yavapai County has requested a Resolution stating such.
Motion: made by Director Gardner to adopt Resolution 2022-7, second by Director Johnson.
Unanimous Approval

7. 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 was asked to add grease trap inspections to his monthly report. Brad also said the old generator for lift station #8 is in for repair.
8. Discussion and possible action regarding the status of the grant funding projects.
9. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
Dave Dirren told the Board that the project will be out for bid in two weeks.
10. 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 will have the GIS presentation for the Board at the next meeting.
11. Discussion and possible action regarding erosion on the treatment plant parcel.
Brad provided photos of the erosion at the treatment plant and said there is also erosion damage at lift station #8.
12. Discussion and possible action regarding the status of the exposed manholes due to erosion in the Las Piedras wash.
Dave Dirren said 6 new tops with water proof lids have been delivered.
13. Discussion and possible action regarding 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.
Brad said the Blue Staking is complete.
14. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Johnson to approve the invoices, second by Director Kautz.
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.