

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
October 16, 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, Joanne Johnson, Ruth Kane, Jim Kautz and Brien Gidlow present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk 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. 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.  
Dave Dirren will create a description and plan of sewer availability along Juniper Street.  
Colt Grill has been approved by YC zoning. Jennifer will contact the County to confirm fees are due and a grease trap plan must be approved prior to a building permit issued.  
The Board would like to hold a Board meeting on the regular date of December 18<sup>th</sup>.
2. Consent Agenda:
  - a) Approve the meeting minutes of September 18, 2019;  
Motion: made by Director Meiner to approve the minutes, second by Director Kautz.  
Unanimous Approval
  - b) Approve checks and warrants written in September 2019.  
Motion: made by Vice-Chairman Livermont to approve the checks and warrants, second by Director Johnson.  
Unanimous Approval
3. Discussion and possible action regarding amendments to the District Ordinance and ERU chart.  
Director Gidlow asked for a copy of the Ordinance in a Word document.
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.  
Jennifer was asked to add to the next agenda sludge hauling and disposal options.
5. Discussion and possible action regarding electricity and a gate on the north boundary of the wastewater treatment plant property.  
No update on the gate.
6. Discussion and possible action to approve signers for the District's account with the Yavapai County Treasurer.  
Motion: made by Director Kane to approve Jennifer Bartos, Diana King, David Sheets and Gary Livermont as approved signers, second by Director Johnson.  
Unanimous Approval
7. 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.

The next Finance Committee meeting agenda shall include funding the Propipe proposal and property information for the Chaparral/Fairway Oaks project.

8. Discussion and possible action to participate in the cost of construction for a sewer mainline to extend north on Arch Drive from Chaparral.

Motion: made by Director Meiner to agree that the District will charge \$20,000, that includes the capacity fee for 405-27-456, to bring the mainline north, up Arch from Chaparral to this lot, second by Director Kautz.

Unanimous Approval

9. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project. Members of the Finance Committee will work jointly with IDS, EBS and SEI to prepare information for presentation to the property owners potentially affected by the sewer expansion at a public Q&A meeting (date yet to be determined). The information prepared will be brought to the full Board at the November meeting for further review and final approval.

10. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services for September.

Motion: made by Director Kane to approve the \$18,194.85 invoice, second by Vice-Chairman Livermont. Kane, Johnson, Sheets, Livermont, Gidlow – Yay Meiner & Kautz - Nay

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.