

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
August 18, 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 and Joanne Johnson present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Diana King, District Administrator and Wendy Skaggs, Admin Assistant, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering; Dan Wheeler, property owner; Mike Weinhardt, President, Las Piedras Homeowners Association.

1. Discussion and possible action to appoint Dan Wheeler to the open position on the Board of Directors, formerly held by Ruth Kane with a term ending in December 2026.
Motion: made by Director Gardner to appoint Dan Wheeler, second by Director Johnson.
Unanimous Approval
2. Discussion and possible action regarding the engagement offer from Keegan, Linscott & Associates to perform the Fiscal Year 2021/2022 financial audit.
Motion: made by Vice-Chair Livermont to approve the engagement offer, second by Director Kautz.
Unanimous Approval
3. 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 get more information from Fruth Group on the cyber security.
4. Discussion and possible action to approve the meeting minutes from July 21, 2022.
Motion: made by Director Johnson to approve the meeting minutes, second by Director Kautz.
Unanimous Approval
5. Discussion and possible action to approve the checks written in July 2022.
Motion: made by Director Gardner to approve the checks, second by Director Kautz.
Unanimous Approval
6. 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 reviewed the report with the Board.

7. Discussion and possible action regarding the status of the grant funding projects.
Motion: made by Director Gardner to approve the three grant agreements and authorize Jennifer Bartos to sign the agreements, second by Director Johnson.
Unanimous Approval
8. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
Dave Dirren said the County finally approved the permit.
9. 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 was given authorization to speak with Ken Edwards regarding the estimates for Sugarloaf and Bell Rock Blvd.
10. Discussion and possible action regarding the status of the exposed manholes due to erosion in the Las Piedras wash.
It was determined that there are 6 manholes that are high priority and 10 that are medium priority.
11. 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.