

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
February 19, 2025 at 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 and directed to the Board Chairperson, and shall begin with stating and spelling of the speaker's name and address. 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.

Join Zoom Meeting: <https://us02web.zoom.us/j/88569396118>

Meeting ID: 885 6939 6118 Dial by your location: 346-248-7799 / 669-444-9171 / 669-900-9128

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

Call to Order – David Sheets, Rich Gardner, and Pat Hennessy present. Jim Kautz absent.

Note: With a current Board of four members, per Robert Kozak, the meeting may continue with three members in attendance.

Also present and participating in the study session: Jennifer Bartos, District Clerk/Administrator, Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering; Ralph Pinto and Greg Williams, property owners.

1. Discussion and possible action to approve the meeting minutes of January 15, 2025.
Motion: made by Director Gardner to approve the minutes, second by Director Hennessy.
Unanimous Approval
2. Discussion and possible action to approve the checks written in January 2025.
Motion: made by Chairman Sheets to approve the checks, second by Director Hennessy.
Unanimous Approval
3. Discussion and possible action regarding the Sunrise Engineering proposal/contract for the design of the new solids screw press project.
Dave Dirren said the total estimate for this project will be approximately \$1,500,000 for the building, the equipment, installation and engineering.
Motion: made by Chairman Sheets to approve the proposal and contract in the amount of \$228,425 for design of the new solids screw press project, second by Director Gardner.
Unanimous Approval
4. Discussion and possible action regarding review of Engineering estimate for sewer main extension in Wild Horse Mesa from LS#8 to Hutson Lane.
This item is tabled to the next meeting.
5. Discussion and possible action regarding an amendment that adds additional scope of work for Ligon on the entrance gate due to Sedona Fire Department comments.
Motion: made by Director Gardner to approve the additional work, in the amount of \$2,735, second by Director Hennessy.
Unanimous Approval
6. 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 Hennessy.
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.
The report was reviewed.
8. 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.
The report was reviewed.
9. Discussion and possible action regarding projects:

On going projects

- a) WWTP property line gate, grading & drainage and Yavapai County abandonment of right-of-way on District owned property;
Dave Dirren told the Board that he spoke with Yavapai County about including the cost of the gate in the UV grant project. The County has requested an email explaining the need. Dave will write the email today.
- b) Grease trap inspections;
- c) Update Master Plan and System Modeling;
Dave Dirren said that Sunrise has new engineers training and working on this project.
- d) Easement encroachment w/fence, property owner notifications;
- e) New Screw Press for the solids removal system (belt press placement);
- f) Move sprinkler water line in lab;
Dave Dirren said he will add the cost for this project into the new request for the UV grant money.
- g) Compliance and procedures for testing forever chemicals;
- h) A request from APS for the use of parcel 405-33-479, 66 Jacks Canyon Road, as a temporary site for an APS substation while the current substation is reconstructed;
- i) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane.

Future projects

- j) Removal of the onsite trailer & possible replacement (12x40);
- k) WWTP interior rehab, insulation, etc.;
- l) Upgrade water line to WWTP;
- m) Future sewer line extensions;
- n) Replacing lift station #1 and #2 in Canyon Mesa Country Club;
Brad said this project can wait for the new budget year. It is expected that the units will cost \$88,000 and \$98,000.
- o) Raise lift station #8 wall and gate.

10. 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, meeting dates and other administrative issues.
Ralph Pinto and Greg Williams will be on the next agenda for appointment to the Board of Directors.
Also, next agenda the audit review and budget.

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.