

Public Hearing & Special Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
June 16, 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 and Joanne Johnson present.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator, Diana King, Administrator, Wendy Skaggs, Admin Assistant, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Jordan Ricca and Melissa Seida, Keegen, Linscott & Associates, Auditors; and Ken Edwards, Property Owner

Hearings:

Open Public Hearing on the Fiscal Year 2022/2023 Budget

Chairman Sheets opened the public hearing.

Hearing no public comment.

Motion: made by Director Johnson to close the hearing, second by Director Gardner.

Unanimous Approval

Close Public Hearing on the Fiscal Year 2022/2023 Budget

Open Public Hearing on the Fiscal Year 2022/2023 Rates & Fees

Chairman Sheets opened the public hearing.

Hearing no public comment.

Motion: made by Director Johnson to close the hearing, second by Director Gardner.

Unanimous Approval

Close Public Hearing on the Fiscal Year 2022/2023 Rates & Fees

Convene into Special Meeting:

1. Action on the Fiscal Year 2022/2023 Final Budget and possible adoption of Resolution No. 2022-5.
Motion: made by Director Gardner to adopt the FY 2022/2023 Final Budget, second by Director Johnson.
Unanimous Approval
Motion: made by Director Gardner to adopt Resolution 2022-5, second by Vice-Chair Livermont.
Unanimous Approval
2. Action on the Fiscal Year 2022/2023 Rates and Fees and possible adoption of Resolution No. 2022-6.
Motion: made by Vice-Chair Livermont to adopt the FY 2022/2023 rates and fees, second by Director Johnson.
Unanimous Approval
Motion: made by Director Johnson to adopt Resolution 2022-6, second by Vice-Chair Livermont.
Unanimous Approval

Convene into Regular Meeting:

1. Discussion and possible action to approve the Fiscal Year 20/21 Audit presented by Jordan Ricca. Jordan Ricca and Melissa Seida presented the Board with slides and documents explaining the different sections of the audit material. Diana noted that Director Kautz could not attend today, but he has questions regarding the audit. It was approved for Director Kautz to spend time with Jordan Ricca going over his questions.
Motion: made by Director Gardner to approve the Fiscal Year 20/21 Audit, second by Director Johnson.
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.
Ken Edwards discussed a potential sewer line expansion project on Bell Rock and requested the Board allow Sunrise to provide an engineer's estimate.
The District's financial reports were reviewed. Jennifer was asked to contact the District's Attorney for an opinion on the District's options for investing funds.
3. Discussion and possible action to approve the meeting minutes from May 19, 2022.
Motion: made by Director Johnson to approve the minutes, second by Chairman Sheets.
Unanimous Approval
4. Discussion and possible action to approve the checks written in May 2022.
Motion: made by Director Gardner to approve the checks, second by Director Johnson.
Unanimous Approval
5. 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 his report with the Board.
6. Discussion and possible action regarding the status of the grant funding projects.
Jennifer said the grant program is still on hold.
7. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
No discussion or action.
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.
Dave Dirren was not in attendance.
9. Discussion and possible action regarding the status of the exposed manholes due to erosion in the Las Piedras wash.
Brad discussed an option for removing the manhole cone and was asked to stay in contact with the Board before the next meeting.
10. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Johnson to approve invoice in the amount of \$7,402.75, second by Vice-Chair Livermont.
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.