

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
August 19, 2020 – 10:00 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.

(See telephone numbers below for those without an electronic device). Please Read the Zoom User Guide prior to the meeting. All participants will be on Mute when joining the meeting except Board members and we will Unmute after discussion of any motion made and before a vote to solicit input from the public, with a 2 minute time limit, after which the participant will be muted. Your cooperation and understanding will be appreciated so the Board can conduct business under difficult circumstances.

Topic: Big Park Domestic Wastewater Improvement District - BOD Meeting
Time: Aug 19, 2020 10:00 AM Arizona
Join Zoom Meeting
Meeting ID: 821 0494 8846, Passcode: 599946

Dial by location: (253) 215-8782 / (346) 248-7799 / (669) 900-9128 US
Meeting ID: 821 0494 8846, Passcode: 599946

Call to Order – David Sheets, Gary Livermont, Brien Gidlow, Jim Kautz, Joanne Johnson and Ruth Kane present. Lee Meiner absent.

Also participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, District Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering; Crystal Hepp, Ph.D., Northern Arizona University.

1. Discussion with Crystal Hepp, Ph.D., Northern Arizona University, regarding wastewater testing. Testing will continue for approximately 6 months. The District will supply a letter of support for future testing.
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. Jennifer was asked to put the UV project on the next agenda.
3. Consent Agenda:
 - a) Approve the meeting minutes of July 15, 2020;
Motion: made by Director Kautz to approve the minutes, second by Director Johnson.
Unanimous Approval
 - b) Approve checks written in July 2020.
Motion: made by Director Johnson to approve the checks, second by Director Kautz.
Unanimous Approval
4. Discussion and possible action regarding a request by the Red Rock Café and other restaurants for a reduction in seating due to COVID and social distancing. This action could result in a District policy. It was discussed that the District wastewater flows have not decreased and the District's expenses have not decreased. As the District has no other method of funding critical expenses, no discounts can be considered.

5. 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.
The operator's report was reviewed.
6. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests and the project status for the Fairway Oaks/Chaparral/Sugarloaf Sewer Line Extension Project.
The engineer's report was reviewed.
7. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.
Motion: made by Director Johnson to approve the invoice in the amount of \$29,374.65, 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.

No public present