

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
September 18, 2024 – 9:30 a.m.  
VIA TEAMS 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 Online Meeting

Microsoft Teams

[Join the meeting now](#)

Meeting ID: 242 662 681 610

Passcode: nRodAy

Dial in by phone [+1 385-429-6583](tel:+13854296583), [160391919](tel:+160391919)# United States, Salt Lake City

Phone conference ID: 160 391 919#

Call to Order – David Sheets, Jim Kautz, Rich Gardner, and Dan Wheeler present. Cindy Correll absent.

Also present and participating in the study session: Jennifer Bartos, District Clerk/Administrator, and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering; Pat Hennessey, Property Owner.

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, meeting dates and other administrative issues.  
The staff was introduced to Pat Hennessey. The report was reviewed.
2. Discussion and possible action to approve the meeting minutes of August 21, 2024.  
Motion: made by Director Kautz to approve the meeting minutes, second by Director Wheeler.  
Unanimous Approval
3. Discussion and possible action to approve the checks written in August 2024.  
Motion: made by Director Wheeler to approve the checks, second by Chairman Sheets.  
Unanimous Approval
4. 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.  
Brad reviewed the report and gave lengthy details to the Board.
5. 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.
6. Discussion and possible action to consider 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.  
Motion: made by Director Gardner to approve the concept of the request but waiting on details, second by Director Kautz.  
Unanimous Approval
7. Discussion and possible action to consider partially funding a low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane.  
Dave Dirren told the Board that this will be the first lot on Hutson Lane to connect to sewer. He requested the Board's consideration to partially fund the construction so there can be future use by other properties.

Motion: made by Director Kautz to approve participating in the construction of this line, second by Director Gardner.

Unanimous Approval

8. Discussion and possible action regarding projects:

On going projects

- a) UV Replacement Project, including WWTP property line gate, grading and drainage;  
Dave Dirren told the Board that the proposal from Ligon is \$72,082.01, but that does not include the gravel.

Motion: made by Director Kautz to just get it done, second by Director Wheeler.

Unanimous Approval

- b) Erosion at Lift station #8;

Motion: made by Director Wheeler to approve the proposal from Ligon in the amount of \$64,423.68, second by Director Kautz.

Unanimous Approval

- c) Grease trap inspections;  
d) Update Master Plan and System Modeling;  
e) Easement encroachment w/fence, property owner notifications;  
f) New solids removal system (belt press placement);  
g) Move sprinkler water line in lab;  
h) Compliance and procedures for testing forever chemicals;  
i) Survey and fence parcel 405-33-479 (old WWTP site)

Future projects

- j) Removal of the onsite trailer & possible replacement (12x40);  
k) WWTP interior rehab, insulation, etc.;  
l) Fire suppression modifications;  
m) Future sewer line extensions.

9. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.

Motion: made by Director Kautz to approve the invoices, second by Director Wheeler.

Unanimous Approval

10. Discussion and possible action to appoint Pat Hennessy to the open position on the Board of Directors.

Motion: made by Director Gardner to appoint Pat Hennessy to the open position on the Board of Directors, second by Director Wheeler.

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.