

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
November 17, 2025 – 9:30 a.m.
100 Hutson Lane, Sedona, AZ 86351

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.

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

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; Daniel Langsmith, District Engineer, Sunrise Engineering.

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 to include:
 - a) Possible acquisition of parcel #405-34-004W;
Jennifer was instructed to contact Attorney Kozak to offer \$70K with condition of 60 days for response.
 - b) Lease for land agreement with Ligon;
 - c) Discussion on District and County policies for connections, permits and inspections.
Brad Bowers was approved for \$250 per quarter for inspections.
Diana was told to Open a new Club Savings Capital account, by transferring funds from the Capital Checking account. Transfer funds in OneAZ from the Capital Checking account into a new Capital Club Savings Account. Jennifer Bartos to be the account manager, Diana King, Jennifer Bartos and David Sheets to be signers on the account .
2. Discussion and possible action to approve the meeting minutes of October 15, 2025.
Motion: made by Director Gardner to approve the minutes, second by Director Pinto.
Unanimous Approval
3. Discussion and possible action to approve the checks written in October 2025.
Motion: made by Director Kautz 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.
5. Discussion and possible action to review and approve invoices for additional services by EBS and AGM invoices.
6. Discussion and possible action regarding the Engineer's Report by Daniel Langsmith, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties.
7. Discussion and possible action regarding a pot-holing project for locating the water lines for the Wild Horse Mesa low pressure sewer line (Item #8e).
Motion: made by Director Pinto to approve the pot-holding project, second by Director Gardner.
Unanimous Approval
8. Discussion and possible action regarding projects:
On going projects
 - a) WWTP property line gate and water line;
 - b) Update Master Plan & System Modeling; do not include Sun Up Ranch in master plan
 - c) New solids removal system (belt press replacement);
 - d) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road;
 - e) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane;
 - f) Compressor enclosure;
 - g) Headworks trough;
 - h) WWTP interior rehab, insulation, etc.;

- i) Future sewer line extensions;
- j) Raise lift station #8 wall and gate;
- k) Compliance and procedures for testing forever chemicals;
- l) Grease trap inspections.

Jennifer was asked to notify the County that the District should be notified for a sewer line inspection.

9. 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 Williams.

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.