

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
June 17, 2021 – 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.

Time: Jun 17, 2021 09:00 AM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/85076075483?pwd=UHI2bkgoCHJqYTNCKzhpdmRLTDlwUT09>

Meeting ID: 850 7607 5483 / Passcode: 857111

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

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

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Sid Mazumdar, Sunrise Engineering.

1. Discussion and possible action to approve the Call of Election for three positions at the November 2021 election.
Motion: made by Director Gardner to approve the Call of Election, 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.
Some Board Members requested that the annual budget be spread monthly. Jennifer Bartos and Brad Bowers asked to keep the budget on an annual basis because the majority of the expenses are not monthly. That request was left unresolved.
3. Consent Agenda:
 - a) Approve the meeting minutes of May 20, 2021;
Motion: made by Director Johnson to approve the meeting minutes, second by Director Kautz.
Unanimous Approval
 - b) Approve checks written in May 2021.
Motion: made by Director Gardner to approve the checks, second by Director Johnson.
Unanimous Approval
4. Discussion and possible action regarding a request for annexation by Vicki Lynch to annex parcel 405-28-009G, 26 Deer Pass Drive.
Jennifer told the Board that she just received the letter requesting annexation which did not leave time to request the attorney prepare the resolution. The annexation is contingent upon the Boards adoption of an annexation resolution.
Motion: made by Director Gardner to approve the annexation, 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 the report with the Board. No action taken
6. Discussion and possible action regarding the UV replacement project.
Sid told the Board that the project will be bid in August.

7. Discussion and possible action regarding a Septage Acceptance program.
Brad told the Board that the ADEQ representative that visited the wastewater plant said accepting septage off the site of the treatment plant would not require a permit modification. Jennifer was asked to contact the District's Attorney.
No action taken
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 did not attend the meeting.
9. Discussion and possible action regarding estimates from Sunrise Engineering to update the District's Master Plan and hydraulic modeling.
Item tabled to next meeting.
10. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.
Motion: made by Director Johnson to approve the invoices, second by Director Gardner.
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.