

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
July 15, 2026 – 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 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 Zoom Meeting

<https://us02web.zoom.us/j/81531669779>

Meeting ID: 815 3166 9779 Dial by your location: 346-248-7799 / 669-444-9171 / 669-900-9128

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

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

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; 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.
2. Discussion and possible action to approve the meeting minutes of June 17, 2026.
Motion: made by Director Hennessy to approve the meeting minutes, seconded by Vice-Chair Kautz.
Unanimous Approval
3. Discussion and possible action to approve the checks written in June 2026.
Motion: made by Vice-Chair Kautz to approve the checks, seconded by Director Hennessy.
Unanimous Approval
4. Discussion and possible action regarding a request by Kristi Nelson and Marc Hempel to annex parcel 405-34-002Z, 20 Hutson Lane, into the District boundaries.
Motion: made by Director Hennessy to approve the annexation, seconded by Vice-Chair Kautz.
Unanimous Approval
5. Discussion and possible action to approve the engagement of Keegan Linscott & Associates, PC for the annual audit for an amount of \$22,600.
Motion: made by Director Hennessy to approve the engagement with Keegan Linscott & Associates, seconded by Vice-Chair Kautz.
Unanimous Approval
6. 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.
7. Discussion and possible action regarding replacement or repair of one of the pumps for the Flow Equalization lift station at the WWTP.
Motion: made by Vice-Chair Kautz to approve the replacement, seconded by Director Gardner.
Unanimous Approval
8. 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:

- a. District parcel rezoning / County complaint regarding dirt storage;
Daniel told the Board that Yavapai County has asked to hold a meeting regarding the rezoning.
- b. Effluent storage;
- c. Septage receiving facility.

9. Discussion and possible action regarding projects:

On going projects

- a) WWTP property line gate;
The Board asked to have progress and an update on this project at the next meeting.
- b) Water line from Hutson Lane to WWTP or other water source;
- c) New screw press solids removal system (belt press replacement);
The equipment will be delivered in August. Brad is collecting bids for the building.
- d) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane;
Daniel will provide an estimate of the cost to run the sewer line up Hutson to the wwtp.
- e) WWTP interior rehab, insulation, etc.;
- f) Future sewer line extensions;
- g) Raise lift station #8 wall and gate;
- h) Compliance and procedures for testing forever chemicals;
- i) Grease trap inspections;
- j) Capacity Fee/Capital Improvement Study;
- k) Potential Ordinance Amendments.

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

Motion: made by Vice-Chair Kautz to approve the invoices, seconded by Director Hennessy.

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.