

Draft  
Meeting Minutes  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
July 15, 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: Jul 15, 2020 10:00 AM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/83471144581?pwd=aE8xVERKRmlBdkpoRUhZK281SUtqdz09>

Meeting ID: 834 7114 4581 / Password: 672657

One tap mobile: +16699009128,,83471144581#,,,,0#,,672657# US (San Jose)

Dial by your location: 669 900 9128 US (San Jose), 253 215 8782 US (Tacoma), 346 248 7799 US (Houston)

Meeting ID: 834 7114 4581 / Password: 672657

Contact [jbartos@idsadmin.com](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

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

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 and other administrative issues.  
Diana King was given authority to sign routine checks (such as: utility bills, BOD compensation, storage unit), but shall notify David Sheets or Jim Kautz with the check information.
2. Consent Agenda:
  - a) Approve the meeting minutes of June 17, 2020;
  - b) Approve checks written in June 2020.Motion: made by Director Johnson to approve the consent agenda, second by Vice-Chairman Livermont.  
Unanimous Approval
3. Discussion and possible action to approve the agreement with Keegan, Linscott & Associates, PC to perform the Fiscal Year 2019/2020 Financial Audit, for an amount of \$17,000.  
Jennifer noted that the price is less than the previous year as agreed upon. Chairman Sheets asked Jennifer to sign the agreement on his behalf.  
Motion: made by Director Kautz to approve the agreement, second by Director Johnson.  
Unanimous Approval
4. 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 told the Board that he is working with NAU on COVID-19 testing in wastewater. He said he is taking samples every week from Liftstation #8. Brad was asked to invite a representative of NAU to discuss this testing with the Board at a future meeting. He said that so far, the test results have been inconclusive.

Brad was authorized to proceed with the reuse panel in the amount of \$25,000, because it is a budgeted item and will be part of the \$50,000 VOCA reserve. Brad was asked to notify VOCA and talk to Robert at VOCA. Diana was asked to send VOCA a copy of the panel invoice and an invoice to VOCA for that amount, with a zero due balance and notation that this purchase is part of the \$50,000 reserve, per the Reclaimed Water Contract.

5. 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.  
Dave told the Board that there were two laterals added to the new sewer mainline project. He said Colt Grill is on hold and Mile High Excavating is working with Green Earth to rectify the RRREMD right-of-way landscaping.
6. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.  
Motion: made by Director Johnson to approve the invoices and the amendment to work release #5, second by Director Kautz.  
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.