

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
August 21, 2024 – 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/85041310605>

Meeting ID: 850 4131 0605

Dial by your location 669-444-9171, 669-900-9128, 719-359-4580

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

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

Also present and participating in the study session: Jennifer Bartos, District Clerk/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, meeting dates and other administrative issues.  
The staff report was reviewed. The Board requested an aging report for the next meeting.
2. Discussion and possible action to approve the meeting minutes of June 19, 2024.  
Motion: made by Director Kautz to approve the minutes, second by Vice-Chair Correll.  
Unanimous Approval
3. Discussion and possible action to approve the checks written in June and July 2024.  
Motion: made by Chairman Sheets to approve the checks, second by Director Gardner.  
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.  
The report was reviewed.
  - a. Discussion and possible action to approve the purchase of sand filter supplies  
This item was included in the annual budget so no approvals are necessary.
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 regarding projects:  
On going projects
  - a) UV Replacement Project;  
This project is complete but will include the new gate
  - b) WWTP property line gate, grading and drainage project;  
Dave Dirren sent the plans to Yavapai County for review.
  - c) Erosion at Lift station #8;  
Plans have been submitted to Yavapai County for review.
  - d) Grease trap inspections;  
Brad Bowers said that Los Batos has been in violation for years. Jennifer was asked to send a violation letter.

- e) Update Master Plan and System Modeling;  
The information has been collected and the plan is in progress.
- f) Easement encroachment w/fence, property owner notifications;
- g) New solids removal system (belt press placement);  
The RFP is complete. The bid opening date is September 21, 2024.
- h) Move sprinkler water line in lab;
- i) Compliance and procedures for testing forever chemicals;
- j) Survey and fence parcel 405-33-479 (old wwtp site)

Future projects

- k) Removal of the onsite trailer & possible replacement (12x40);
- l) WWTP interior rehab, insulation, etc.;;  
This project will start after the new office trailer is installed. Dave Dirren will look into modular buildings.
- m) Fire suppression modifications;  
This project will possibly be included with the electrical installation for the new gate (b)
- n) Future sewer line extensions.

7. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.  
Motion: made by Vice-Chair Correll to approve the invoices, second by Director Kautz.  
Unanimous Approval

8. Discussion and possible action to approve the engagement letter with Keegan Linscott for the Fiscal Year 2023-2024 audit.  
Motion: made by Director Gardner to approve the engagement letter for the audit, second by Vice-Chair Correll.  
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.