

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
October 15, 2025 – 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/88569396118>

Meeting ID: 885 6939 6118

Dial by your location: 346-248-7799 / 669-444-9171 / 669-900-9128

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

Call to Order – David Sheets, Rich Gardner, Greg Williams, Ralph Pinto and Pat Hennessy present. Jim Kautz 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;
  - b) Credit application agreements;  
Diana explained that some credit applications are including requirements that the District cannot comply with, such as payment requirements within 10 days, regardless of the shipment status. Brad Bowers agreed that E.B.S. will be the account holder.
  - c) Ratify the approval of the APS agreement as recommended by Chris Kramer, Attorney for the District;  
Motion: made by Director Gardner to ratify the approval of the agreement, second by Director Pinto.  
Unanimous Approval
  - d) Capacity shown on GIS mapping;  
It was explained that showing capacity on the GIS map is not necessary and could be misleading to the public on the availability of connection. There was no objection from the Board to remove the layer of information showing capacity that is contained on the GIS map.
  - e) Charging Event Fees;  
Diana explained that there had been some opposition to the event fees. She was instructed to continue to charge the fees appropriately according to the District rate schedule.
  - f) Lease for land agreement with Ligon.  
Brad Bowers told the Board that Terry Ligon has made a request to lease a portion of the District's property for material storage. Jennifer was asked to contact Attorney Kozak for a lease that includes a 2-year lease, \$2,500 per year lease payment, clause to terminate the lease without cause, to restore the land when complete and to perform any necessary road maintenance. Ligon will pay all fees necessary to create this lease.
2. Discussion and possible action to approve the meeting minutes of August 20, 2025.  
Motion: made by Director Hennessey to approve the minutes, second by Director Pinto.  
Unanimous Approval
3. Discussion and possible action to approve the checks written in August and September 2025.

Motion: made by Chairman Sheets to approve the checks, second by Director Hennessy.  
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.  
Brad told the Board that there was another incident of green liquid discharge from the Sedona Golf Resort. He said he has met with their staff and noted that their system is not being maintained properly to avoid discharging into the sewer. The Board requested a letter be sent to SGR with a formal notification to stop the discharge. Brad said he needs a panel heater and an enclosure for the compressors.
5. Discussion and possible action to review and approve invoices for additional services by EBS and AGM invoices.  
Brad said he needs stainless steel equipment for the headworks, his estimate is \$13,000 plus labor. Invoices reviewed, no motion made.
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 renewals of work releases and agreements with Sunrise Engineering, to include:
  - a) Master Agreement for District Engineering Services;  
This has been complete
  - b) Water line design – Wild Horse Mesa to the new property line gate.  
Daniel told the Board that the county is requiring a feasibility study.
8. Discussion and possible action regarding a land lease with Ligon for material and equipment storage within the current wastewater treatment plant site.  
See Agenda item #1f
9. Discussion and possible action regarding projects:
  - On going projects
    - a) WWTP property line gate and water line and Yavapai County abandonment of right-of-way;
    - b) Grease trap inspections;
    - c) Update Master Plan & System Modeling and 1-year flow meter reporting by RH Borden;
    - d) Easement encroachment w/fence, property owner notifications;
    - e) New solids removal system (belt press replacement);
    - f) Compliance and procedures for testing forever chemicals;
    - g) Boundary fence for old wastewater treatment plant site, parcel 405-33-479, 66 Jacks Canyon Road;
    - h) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane.
  - Future projects
    - i) Removal of the onsite trailer & possible replacement (12x40);
    - j) WWTP interior rehab, insulation, etc.;
    - k) Fire suppression modifications;
    - l) Future sewer line extensions;
    - m) Raise lift station #8 wall and gate.
10. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.  
Motion: made by Director Pinto to approve the invoices, second 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.