

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District

November 14, 2018 - 10:00 a.m.

Sedona Fire Station #3, 125 Slide Rock, Sedona, Arizona

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.

Call to Order – David Sheets, Gary Livermont, Joanne Johnson, Lee Meiner, Ruth Kane, Jim Kautz present.
Moneesh Chatterjee present telephonically.

Pledge of Allegiance

*Unanimous Approval indicates a unanimous action by all Board Members present.

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.
Brad told the Board that he has a problem purchasing office and small supplies under the District's name. The Board considered that Brad should be able to purchase small supplies under EBS and invoice the District for those purchases. Jennifer was asked to write a policy.
It was decided to cancel the December meeting due to holiday vacations.
2. Consent Agenda:
 - a) Approve the meeting minutes of October 24, 2018;
 - b) Approve checks written in October 2018.Motion: made by Director Meiner to approve the consent agenda, second by Director Kautz.
Unanimous Approval
3. Discussion and possible action to approve the Fiscal Year 2017/2018 Audit Report.
Motion: made by Director Kautz to approve the annual audit, second by Director Meiner.
Unanimous Approval
4. Discussion and possible action regarding a proposal from GDH, Inc. to review and make recommendations for modification and updates to the ERU list in the District Ordinance.
Item tabled to another meeting
5. 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.
Jennifer was asked to check with Brad before approving a final on the Westin Hotel.
6. Discussion and possible action regarding the sale of the old treatment plant site, parcel #405-33-479.
Jennifer told the Board that after speaking with the District's Attorney, there are specific steps that must be taken to sell District property.
Motion: made by Vice-Chairman Livermont to agree to consider a sale or lease of the property, second by Director Meiner.
Unanimous Approval
7. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, GIS updates and grease trap installs/inspections.
Dave said he will have plans for the Chaparral/Fairway Oaks project in February
8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering, totaling \$5,173.15.
Motion: made by Director Johnson to approve the Sunrise invoices, second by Director Kane.
Unanimous Approval

Pending Issues:

9. Discussion and possible action regarding an asset inventory.
By the March meeting Brad was asked to have an inventory ready.

10. Discussion and possible action regarding amendments to the District Ordinance 2016-1, to include:
- a. Appropriate type of connection for lateral lines
 - b. ERU Chart and minimum charge
 - c. Capacity fee to be paid prior to engineering review

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.

Supervisor Garrison was present. He said he has received questions about the District's anticipated sewer project. He also said that he would be happy to assist the District when needed.