

Meeting Minutes
Board of Directors of the Big Park Domestic Wastewater Improvement District
January 15, 2025 at 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 to request a Zoom meeting invitation to be emailed to you.

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

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; Dave Dirren, District Engineer, Robert Worley and Gordon Bean, Sunrise Engineering.

1. Discussion and possible action to appoint Jim Kautz and Rich Gardner to the Board of Directors.
Motion: made by Director Hennessy to appoint Jim Kautz and Rich Gardner to the Board of Directors, second by Chairman Sheets.
Unanimous Approval
2. Discussion and possible action to nominate a Chairperson and Vice-Chairperson for 2025.
Motion: made by Director Gardner to nominate David Sheets and Chair and Jim Kautz as Vice-Chair, second by Director Hennessy.
Unanimous Approval
3. Discussion and possible action to accept Dan Wheeler's resignation from the Board of Directors.
Motion: made by Director Gardner to accept the resignation, second by Director Hennessy.
Unanimous Approval
4. 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 report was reviewed.
5. Discussion and possible action to approve the meeting minutes of November 20, 2024.
Motion: made by Director Hennessy to approve the minutes, second by Director Gardner.
Unanimous Approval
6. Discussion and possible action to approve the checks written in November and December 2024.
Motion: made by Director Hennessy to approve the checks, second by Chairman Sheets.
Unanimous Approval
7. 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.
8. 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.
9. Discussion and possible action regarding projects:
On going projects
 - a) WWTP property line gate, grading and drainage;
This is still in review with Yavapai County
 - b) Grease trap inspections;
 - c) Update Master Plan and System Modeling;
On hold due to the Engineer's illness

- d) Easement encroachment w/fence, property owner notifications;
Brad will check to see if this is complete
- e) New solids removal system (belt press placement);
The advantage of a screw press vs. a belt press is less maintenance and less operator attention, but more expensive.
The existing building will need to be enlarged by approximately 20', which is anticipated to cost approximately \$170,000.
A larger conveyor will be needed, which is anticipated to cost an additional \$100,000.
The equipment will take approximately 28 to 34 weeks for manufacturing.
Motion: made by Director Gardner to award the contract to Andritz Separation Technologies in the amount of \$444,000, second by Director Hennessy.
Unanimous Approval
Motion: made by Chairman Sheets to approve an additional \$100,000 for the larger conveyor unit, second by Vice-Chair Kautz.
Unanimous Approval
Jennifer Bartos was authorized to sign the contract.
- f) Move sprinkler water line in lab;
Waiting for Cintas quote
- g) Compliance and procedures for testing forever chemicals;
- h) Survey and fence parcel 405-33-479 (old WWTP site);
The survey is complete
- i) A request from APS for the use of parcel 405-33-479, 66 Jacks Canyon Road, as a temporary site for an APS substation while the current substation is reconstructed;
- j) Low pressure sewer mainline from the manhole on Wild Horse Mesa to Hutson Lane;
Motion: made by Director Gardner to approve Sunrise Engineering to proceed with engineering, second by Vice-Chair Kautz.
Unanimous Approval
- k) Yavapai County abandonment of right-of-way on District owned property.
This is still in review. Combine with a)

Future projects

- l) Removal of the onsite trailer & possible replacement (12x40);
Brad said the removal is almost complete
- m) WWTP interior rehab, insulation, etc.;
- n) Fire suppression modifications;
- o) Future sewer line extensions.

Add to this list:

Lift Station #1 and #2 replacement
Lift Station #8 raise height of wall and gate

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

Motion: made by Director Hennessy to approve the invoices, second by Director Gardner.

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.