

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
January 17, 2024 – 10:00 a.m. VIA ZOOM VIDEO CONFERENCE
and at Improvement District Services, Inc.
3603 Crossings Drive, Prescott, AZ 86305

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.

Join Zoom Meeting

<https://us02web.zoom.us/j/86500951096>

Meeting ID: 865 0095 1096

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

Contact jbartos@idsadmin.com to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Gary Livermont, Dan Wheeler and Rich Gardner present. Cynthia Correll and Jim Kautz absent.

Also present and 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; Jordan Ricca, Accountant; Melissa Seida and Alexis Madden, Keegan Linscott & Associates, PC.

1. Discussion and possible action to elect the Chairman of the Board and the Vice-Chair if applicable, for the coming year.
Motion: made by Director Gardner to nominate David Sheets for Chairman and Gary Livermont for Vice-Chairman, second by Director Wheeler.
Unanimous Approval
2. Discussion and possible action regarding the presentation of the 2022/2023 Audit.
Melissa Seida reviewed the audit report with the Board. Jordan Ricca noted an error that the fee revenue increased, rather than decreased as the report had shown.
Motion: made by Vice-Chair Livermont to approve the report showing an increase in fee revenue, second by Director Gardner.
Unanimous Approval
3. 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.
4. Discussion and possible action to approve the meeting minutes of December 20, 2023.
Motion: made by Director Wheeler to approve the minutes, second by Vice-Chair Livermont.
Unanimous Approval
5. Discussion and possible action to approve the checks written in December 2023.
Motion: made by Director Gardner to approve the checks, second by Chairman Sheets.
Unanimous Approval
6. 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; updates on the Perpetual System Maintenance Projects.
The report was reviewed.

7. Discussion and possible action regarding the design and installation of a new solids removal system.
Table this item to the next meeting.
8. Discussion and possible action regarding a private line repair at 150 Canyon Circle Drive.
Jennifer said she has not received any response from the property owners. Brad Bowers said the manhole is fixed but because this is not the District's line, there was no repair done to or unclogging the line.
9. Discussion and possible action regarding a sewer project on and around Supai Drive.
Table to a future meeting.
10. Discussion and possible action regarding the status of the grant funding projects.
 - a) UV replacement, gate, grading and drainage project and the status of the purchased equipment; Dave Dirren present the Board with two change orders.
Motion: made by Director Gardner to approve UV Change Order #2 in the amount of \$2,945.36, second by Director Wheeler.
Unanimous Approval
Motion: made by Director Wheeler to approve UV Change Order #3 in the amount of \$20,954.88, second by Vice-Chair Livermont.
Unanimous Approval
 - b) Acoustic assessment of sewer lines.
11. 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.
12. Discussion and possible action regarding ongoing projects:
 - a) Erosion on the treatment plant parcel – this project is complete
 - b) Erosion at Lift station #8;
 - c) Grease trap inspections;
 - d) Update Master plan.
13. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Gardner to approve the invoices, second by Vice-Chair Livermont.
Unanimous Approval

Following the meeting, a luncheon will be served. No District business will be conducted.

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.