

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
October 17, 2023 – 2:00 p.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 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](mailto:jbartos@idsadmin.com) to request a Zoom meeting invitation to be emailed to you.

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

Executive Session: The Board may convene into Executive Session pursuant to A.R.S. 38-431.03.3 for legal consultation regarding foreclosing on a District lien.

1. Discussion and possible action to give direction to staff and legal counsel regarding lien foreclosure. The attorney was not available for this meeting.
2. 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.
3. Discussion and possible action to approve the meeting minutes of September 14, 2023. Motion: made by Director Kautz to approve the minutes, second by Chairman Sheets. Unanimous Approval
4. Discussion and possible action to approve the checks written in September 2023. Motion: made by Director Kautz to approve the checks, second by Vice-Chairman Livermont. Unanimous Approval
5. 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. Brad will have quotes for the surge protection at the next meeting.
6. Discussion and possible action regarding invoices from Environmental Biomass for additional. Agenda items 6, 7 and 8 were discussed under this agenda item. Motion: made by Director Kautz to pay the invoices, second by Director Wheeler. Vote: 3 votes Yes / 2 votes No – Sheets and Livermont
7. Discussion and possible action regarding upgrade to the priming system for lift station #1 and #2. See agenda item #6
8. Discussion and possible action regarding upgrade the Dialer on Lift Station #1, #2, #8, FEQ station and the Biolac Panel. See agenda item #6
9. Discussion and possible action regarding a swap out for the blowers.

Brad said he does not need a new blower at this time.

10. Discussion and possible action regarding flow level monitors by RH Bordon.  
Motion: made by Director Kautz to approve the annual subscription for one year and equipment installation in the amount of \$5,680, second by Director Correll.  
Unanimous Approval
11. Discussion and possible action regarding a gate at the north side of the District's wastewater treatment plant property.  
Dave Dirren said the survey is done and he will have the plans for the gate by the next meeting.
12. Discussion and possible action regarding the design and installation of a new solids removal system.  
Dave Dirren and Brad Bowers will have two or three different options and a cost comparison at the next meeting. Brad will send the Board links to U-Tube videos that show new technology.
13. Discussion and possible action regarding the status of the grant funding projects.
  - a) UV replacement project and the status of the purchased equipment;
  - b) Acoustic assessment of sewer lines;
  - c) Master plan update.Staff told the Board that they met with the County and have submitted required paperwork. There will be another staff/County meeting in November.
14. 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.  
Dave Dirren told the Board about interest in a sewer system on Supai Drive. Jennifer told the Board that there is an assessment district option. Dave Dirren will research what other areas may be included to make a larger and more cost effective project.
15. Discussion and possible action regarding ongoing projects:
  - a) Erosion on the treatment plant parcel;
  - b) Grease trap inspections
  - c) The private sewer line that would serve the newly annexed parcel 405-34-018N.
  - d) A request from Bechtel Infrastructure & Power Corp. for an easement across 405-33-479 (old treatment plant site) for access to the new AT&T cell site project.
16. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.  
Motion: made by Director Kautz to approve the invoices, second by Vice-Chairman Livermont.  
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.