

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
February 21, 2024 – 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 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, Rich Gardner, Cynthia Correll and Jim Kautz present.

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, and Robert Worley, Sunrise Engineering; Brice Green, Andritd.

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.
Motion: made by Chairman Sheets to roll the balance over to a 6-month Business Term Certificate with the signers David Sheets, Jennifer Bartos and Diana King, Jennifer Bartos as the account manager, second by Director Kautz.
Unanimous Approval
2. Discussion and possible action to approve the meeting minutes of January 17, 2024.
Motion: made by Director Kautz to approve the minutes, second by Vice-Chair Livermont.
Unanimous Approval
3. Discussion and possible action to approve the checks written in January 2024.
Motion: made by Director Kautz to approve the checks, second by Director Correll.
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; updates on the Perpetual System Maintenance Projects.
Brad said the space for access around the equipment inside the building is not large enough get through properly. Brad and Dave will work with Lignon to see if the building can be enlarged.
5. Discussion and possible action to approve a drainage project at the belt press building for an estimated expense of \$14,577.02.
Motion: made by Director Gardner to approve the project, second by Vice-Chair Livermont.
Unanimous Approval
6. Discussion and possible action regarding a project to increase the wastewater treatment plant water line and water meter size.
Item tabled to the next meeting.
7. Discussion and possible action regarding the design and installation of a new solids removal system.
Robert Worley said he will prepare a proposal to write an RFP and scoring. Brice Green spoke about the products and service they provide.
8. Discussion and possible action regarding a sewer project on and around Supai Drive and Bell Rock Blvd.

Jennifer was asked to write the procedure for a possible assessment district and timelines.

9. 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;
 - b) Acoustic assessment of sewer lines.
10. 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 was asked to proceed with investigating the problem locations noted on the Acoustic Assessment maps.
11. Discussion and possible action regarding ongoing projects:
 - a) Erosion at Lift station #8;
 - b) Grease trap inspections;
 - c) Update Master plan;
 - d) Easement encroachment w/fence, property owner notifications;
 - e) System modeling project.Dave Dirren will prepare a final proposal for the Board to update the Master Plan and System Modeling.
12. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Gardner to approve the invoices, second by Director Wheeler.
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.