

Hearing and Meeting Minutes  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
January 15, 2020 - 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, Jim Kautz, Joanne Johnson, Brien Gidlow, and Ruth Kane present. Lee Meiner absent.

Also present and participating in the meeting: Jennifer Bartos, District Clerk/Administrator and Diana King, Administrator, Improvement District Services, Inc.; Brad Bowers, District Operator, Environmental Biomass Services; Dave Dirren, District Engineer, Sunrise Engineering.

Pledge of Allegiance

Hearing:

Open Public Hearing on Rates for Lateral Fees for the Fairway Oaks/Chaparral/Sugarloaf project.  
Chairman Sheets opened the hearing.

Hearing no comments, Chairman Sheets closed the hearing.

Close Public Hearing on Rates for Lateral Fees for the Fairway Oaks/Chaparral/Sugarloaf project.

Convene into Special Meeting:

Action on the Rates for Lateral Fees and possible adoption of Resolution No. 2020-1.

Motion: made by Director Kane to approve Resolution 2020-1, second by Director Kautz.

Unanimous Approval

Convene into Regular Meeting:

1. Discussion and possible action to elect a Chairman for 2020 and Vice-Chair if applicable.  
Motion: Director Kautz nominated David Sheets for Chairman, second by Director Gidlow.  
Unanimous Approval
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 and other administrative issues.  
Jennifer and Diana reviewed the report with the Board.
3. Consent Agenda:
  - a) Approve the meeting minutes of December 18, 2019;
  - b) Approve checks written in December 2019.Motion: made by Director Johnson to approve the consent agenda, second by Director Kautz.  
Unanimous Approval
4. 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.  
Chairman Sheets spoke about the high prices Waste Management has been charging. It is due to WM charging the District as a residential instead of a commercial account. Jennifer will speak to upper WM management to request a refund or credit for being overcharged for years. If Jennifer is not successful, she was asked to contact the District's attorney.

5. 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's report was reviewed.
6. Discussion and possible action regarding the project status and bids received for the Fairway Oaks/Chaparral/Sugarloaf Sewer Line Extension Project and if applicable award a contract. Dave Dirren reviewed the bids and bidders with the Board. He is recommending the Board award to Mountain High Excavating in the amount of \$934,036.  
Motion: made by Director Kane to approve the project and award a contract to Mountain High Excavating in the amount of \$934,036, second by Director Kautz.  
Unanimous Approval
7. Discussion and possible action regarding Ordinance amendments and if applicable set the hearing date and time as February 19, 2020 at 10:00 am.  
Motion: made by Director Johnson to approve the Ordinance amendments and set the hearing date and time as February 19, 2020 at 10:00 a.m., second by Director Kautz.  
Unanimous Approval
8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.  
Motion: made by Vice-Chairman Livermont to approve the invoices, second by Director Kane.  
Unanimous Approval
9. Discussion and possible action regarding electricity and a gate on the north boundary of the wastewater treatment plant property. Possible action on approval for Sunrise Engineering to create a bid/specifications package.  
Dave is still working on this project.
10. Discussion and possible action regarding sludge hauling and disposal options.  
No action.
11. Discussion and possible action regarding a UV replacement project.  
No action.

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.