

Minutes of Study Session and Public Meeting  
Board of Directors of the Big Park Domestic Wastewater Improvement District  
March 11, 2020 - 9:00 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, Ruth Kane, Joanne Johnson and Brien Gidlow. Lee Meiner absent at opening.

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.

Study Session:

The Board of Directors will hold a Study Session to review and discuss a contract for reclaimed water with the Village of Oak Creek Golf Course.

Convene into Regular Meeting:

1. Discussion and possible action regarding a presentation by a representative of Keegan, Linscott & Associates for the District's Fiscal Year 18/19 Audit.  
Mellissa Seida said their firm has completed the audit. Jordan Ricca reviewed the pages in the "Board of Directors Audit Exit Conference" document.  
Motion: made by Director Kautz to accept the audit report for Fiscal Year 2018/2019 submitted by Keegan, Linscott & Associates, second by Director Johnson.  
Unanimous Approval  
  
Statute regarding paying debt older than 60 days
2. Discussion and possible action regarding a contract for reclaimed water with the Village of Oak Creek Golf Course.  
Motion: made Director Kautz by adopt the Reclaimed Water Agreement contingent upon the attorney's approval, second by Director Johnson.  
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 and other administrative issues.
4. Consent Agenda:
  - a) Approve the meeting minutes of February 19, 2020;  
Motion: made by Director Kautz to approve the meeting minutes, second by Vice-Chairman Livermont.  
Unanimous Approval
  - b) Approve checks written in February 2020.  
Motion: made by Director Johnson to approve the checks, second Director Kane.  
Unanimous Approval

5. 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.
6. 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.
7. Discussion and possible action regarding the project status for the Fairway Oaks/Chaparral/Sugarloaf Sewer Line Extension Project.  
Jennifer said the contractor said he only received the notice to proceed on March 9<sup>th</sup>. Jennifer was asked to contact Sid at Sunrise to get a copy of the schedule.
8. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.  
Motion: made by Director Johnson to pay the Sunrise invoice in the amount \$8,627.42, second by Director Kautz.  
Unanimous Approval  
Pending issues:
9. Discussion and possible action regarding electricity and a gate on the north boundary of the wastewater treatment plant property.
10. Discussion and possible action regarding sludge hauling and disposal options.  
Attorney, Kozak to review the contract, and bring back to the Board in April.
11. Discussion and possible action regarding a UV replacement project.  
The Board may consider to convene into Executive Session pursuant to A.R.S. 38-431.03.3 for legal advice regarding ERU assignments.  
Convene into Regular Meeting:
12. Discussion and possible action to instruct District representatives on ERU assignments.

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.