

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
November 20, 2019 - 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, Lee Meiner, Jim Kautz, Joanne Johnson, Ruth Kane and Brien Gidlow present.  
Gary Livermont absent.

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

Pledge of Allegiance

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 and other administrative issues.
2. Consent Agenda:
  - a) Approve the meeting minutes of October 16, 2019;
  - b) Approve checks and warrants written in October 2019.

Motion: made by Director Kautz to approve the consent agenda, second by Director Meiner.  
Unanimous Approval

3. Discussion and possible action regarding amendments to the District Ordinance and ERU chart and if applicable set the hearing date and time.  
Director Gidlow has some modifications to suggest. Chairman Sheets said the Finance Committee will review some of the amendments and make recommendations to the Board. This will be discussed during the first quarter of 2020. No action taken.
4. Discussion and possible action to enter into an agreement with an auditor for the FY 2018/2019 audit.  
Motion: made by Director Kautz to enter into an agreement with Keegan, Lynscott, and Kennon for the FY 18/19 audit, contingent upon the approval of engagement letter, second Director Johnson.  
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 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.  
Motion: made by Director Kautz to approve Sunrise Engineering to create bid specifications on time and material basis, second by Director Kane.  
Unanimous Approval
7. Discussion and possible action regarding sludge hauling and disposal options.  
Brad will get a quote for sludge hauling from Taylor and two hauling boxes. Chairman Sheets suggested that the District continue with the Indigo project.

8. Discussion and possible action regarding a UV replacement project.  
The Board asked Brad to put together 3 years of expenses for UV costs and 5-year projection of cost.
9. Discussion and possible action regarding the VFD Pump Control Panel.  
Brad shared the advantages of the optional panel. It was decided to wait on the purchase of this item for the reuse contract negotiation.
10. Discussion and possible action to fund the Propipe proposal.  
Motion: made by Director Meiner to approve \$132,500 for Propipe, second by Director Johnson.  
Unanimous Approval
11. 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.
12. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral/Sugarloaf project and notification to the public.  
Dave said the plans are still in for review with Yavapai County and the bid opening will be scheduled for January 9, 2020.
13. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services for October.  
Motion: made by Director Johnson to approve the invoices, second by Director Kane.  
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.