

## Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District  
January 16, 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, Gary Livermont, Ruth Kane and Jim Kautz present. Moneesh Chatterjee present telephonically. Lee Meiner and Joanne Johnson absent.

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

Pledge of Allegiance

\*Unanimous Approval indicates a vote by all Board Members present.

1. Discussion and possible action to elect a Chairman for 2019 and Vice-Chair if applicable.  
Motion: made by Director Kautz to nominate Dave Sheets for Chairman, second by Director Livermont  
Unanimous Approval  
Director Kautz nominated Ruth Kane as Vice-Chair – Vote: Directors Kautz and Kane  
Director Chatterjee nominated Gary Livermont – Vote: Directors Sheets, Chatterjee and Livermont
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 was requested to proceed with the first three steps involved in the property sale.  
Jennifer was instructed to write a policy for Brad to make small purchases under \$500 to be billed on a separate invoice and get the Board's approval prior to payment.
3. Consent Agenda:
  - a) Approve the meeting minutes of November 14, 2018;  
Motion: made by Director Kautz to approve the minutes, second by Director Kane.  
Unanimous Approval
  - b) Approve checks written in November and December 2018.  
Motion: made by Vice-Chairman Livermont to approve the checks, second by Director Kautz.  
Unanimous Approval
4. Discussion and possible action to approve the purchase of a polymer feed for the belt press from Hennesy Mechanical in the amount of \$14,800.  
Motion: made by Director Kautz to approve the purchase, second by Director Chatterjee.  
Unanimous Approval
5. Discussion and possible action to approve the purchase of a Bio-Barge for approximately \$15,600.  
Brad will bring quotes for outsourcing this work  
Table to the next meeting.
6. 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.

7. 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.
8. Discussion and possible action to approve a proposal from Northern Arizona Construction Services to perform the repair of the backfill and slurry.  
Dave Dirren will bring a proposal to the next meeting.
9. Discussion and possible action regarding updates on the Fairway Oaks/Chaparral project.
10. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services, \$4,475.75 for November and \$4,275.00 for December.  
Motion: made by Director Kane to approve the invoices in the amounts of \$4,275.00 and \$12,035.75, second by Director Kautz.  
Unanimous Approval

Pending Issues:

11. Discussion and possible action regarding an asset inventory.
12. Discussion and possible action regarding amendments to the District Ordinance 2016-1, to include:
  - a. Appropriate type of connection for lateral lines
  - b. ERU Chart and minimum charge
  - c. Capacity fee to be paid prior to engineering review
  - d. A proposal from GDH, Inc. to review and make recommendations for modification and updates to the ERU list in the District Ordinance

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.