

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
October 20, 2020 – 10:00 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.

(See telephone numbers below for those without an electronic device). Please Read the Zoom User Guide prior to the meeting. All participants will be on Mute when joining the meeting except Board Members and District Staff. Your cooperation and understanding will be appreciated.

Topic: Big Park Domestic Wastewater Improvement District - BOD Meeting

Time: Oct 20, 2020 10:00 AM Arizona

Join Zoom Meeting

<https://us02web.zoom.us/j/84996929100?pwd=eWRGWU5BTWw3dUlnbGcyMHNQVG9kQT09>

Meeting ID: 849 9692 9100 / Passcode: 807026

One tap mobile

+12532158782,,84996929100#,,,,,0#,,807026# US (Tacoma)

+13462487799,,84996929100#,,,,,0#,,807026# US (Houston)

Dial by your location

+1 253 215 8782 US (Tacoma), +1 346 248 7799 US (Houston), +1 669 900 9128 US (San Jose)

Meeting ID: 849 9692 9100 / Passcode: 807026

Contact jbartos@idsadmin.com to request a Zoom meeting invitation to be emailed to you.

Call to Order – David Sheets, Gary Livermont, Brien Gidlow, Jim Kautz, Ruth Kane and Joanne Johnson 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, Sunrise Engineering.

Motion: made by Director Johnson to move to item #5, second by Director Kautz.
Unanimous Approval

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.
The staff report was reviewed. Jennifer gave an update that the permit has been released for Colt Grill.
2. Consent Agenda:
 - a) Approve the meeting minutes of September 23, 2020;
Motion: made by Director Johnson to approve the minutes, second by Director Kane.
Unanimous Approval
 - b) Approve checks written in September 2020.
Motion: made by Director Kautz to approve the checks written in September, second by Director Johnson.
Unanimous Approval

3. Discussion and possible action regarding future meeting dates.
Motion: made by Director Johnson to schedule the regular meeting dates as the third Thursday of each month at 10:00, second by Director Kane.
Unanimous Approval
4. Discussion and possible action to fill the open position on the Board of Directors.
Chairman Sheets said he spoke with Rich Gardner regarding the open position on the Board. He said he will ask Mr. Gardner for a letter of interest and request he attend the November meeting.
5. Discussion and possible action regarding a request from Patrick H. Winn, M.D., to de-annex parcel 405-33-487 from the District boundaries.
Dr. Win signed onto the Zoom meeting. He said is combining lots to create a 46-acre compound for his family. They intend to build one house in the near future and then expand the housing as his children grow older. The option of sewer vs. the cost of multiple septic systems was discussed. Dr. Win will work with Dave Dirren regarding the cost for sewer. This issue may be discussed again in the future.
No action taken
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.
The operations report was reviewed.
7. Discussion and possible action regarding the status of the UV replacement project.
Dave Dirren said a kick-off meeting for the project will be scheduled.
8. Discussion and possible action regarding the plant erosion at the wastewater treatment plant.
No action taken
9. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests and other District Engineering duties.
Dave was asked to remove the drying bed option from his report as it is no longer being considered.
10. Discussion and possible action regarding a final report by Dave Dirren on the Fairway Oaks/Chaparral/Sugarloaf Sewer Line Extension Project.
Dave provided a final report on the project. He was asked to include expenses for construction, engineering and survey, reimbursed expenses and number of hook-ups. The report will be discussed again at the November 4th Finance Committee meeting.
11. Discussion and possible action to approve invoices from Sunrise Engineering for District Engineering Services.
Motion: made by Director Johnson to approve the invoice in the amount of \$5,047.50, 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.