

Meeting Minutes

Board of Directors of the Big Park Domestic Wastewater Improvement District
April 17, 2024 – 9:00 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 and directed to the Board Chairperson, and shall begin with stating and spelling of the speaker's name and address. 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.

Join Zoom Meeting

<https://us02web.zoom.us/j/85041310605>

Meeting ID: 850 4131 0605

Dial by your location 669-444-9171, 669-900-9128, 719-359-4580

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

Call to Order – David Sheets, Dan Wheeler, Jim Kautz, Rich Gardner and Cindy Correll present.

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

1. Discussion and possible action to appoint a Vice-Chair.
Director Correll nominated Dan Wheeler, second by Director Gardner. Mr. Wheeler declined. Chairman Sheets nominated Cindy Correll, second by Director Kautz.
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, meeting dates and other administrative issues.
The budget and election schedules were reviewed. It was discussed that it could be a waste of time and money to further review the Consent Order. Jennifer was asked to notify Chris Kramer. The regular May meeting was rescheduled from May 15 to May 29 at 9:00 am via Zoom.
3. Discussion and possible action to approve the meeting minutes of March 20, 2024.
Motion: made by Vice-Chair Correll to approve the meeting minutes, second by Director Wheeler.
Unanimous Approval
4. Discussion and possible action to approve the checks written in March 2024.
Motion: made by Director Kautz to approve the checks, second by Vice-Chair Correll.
Unanimous Approval
5. Discussion and possible action regarding a request from Martin Aronson for a license agreement for parking on District parcel 405-33-479.
Mr. Aronson told the Board that he is agreeable to pay any legal fees that the District may incur creating a license agreement. The Board agreed to look at a proposal from Mr. Aronson next month.
6. Possible action to approve the Call of Election for four positions on the Board of Directors.
Motion: made by Director Kautz to approve the Call of Election, second by Chairman Sheets.
Unanimous Approval
7. Discussion and possible action regarding the renewal of the Administrative Services Contract with Improvement District Services.
Chairman Sheets, Vice-Chair Correll and Director Kautz will form a committee to review the proposed contract.

8. Discussion and possible action regarding the Fiscal Year 2024/2025 Budget, Rates & Fees.
The draft budget was briefly reviewed. A Budget Study Session will be held April 23 at 9:00 a.m. in-person at the Sedona Golf Resort Pinon Room, 35 Riget Trail Drive.
9. Discussion and possible action regarding a 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.
Brad reviewed the report with the Board. Issues with the current sand filter was discussed.
10. Discussion and possible action regarding a project to increase the wastewater treatment plant water line and water meter size.
No discussion, no action
11. Discussion and possible action regarding the UV replacement project and the status of the purchased equipment.
Brad said the UV should be running in one month. David Sheets will sign the Consent Order. Dave Dirren is to create a status report for the ADEQ.
12. Discussion and possible action regarding the Engineer's Report by Dave Dirren, Sunrise Engineering, to include facility maintenance, connection requests, future projects and other District Engineering duties.
The report was reviewed.
13. Discussion and possible action regarding ongoing projects:
 - a) WWTP property line gate, grading and drainage project;
Terry Ligon is putting together a big that includes the gate
 - b) Erosion at Lift station #8;
The plans are going to the County this week
 - c) Grease trap inspections;
Brad said the inspections are ongoing
 - d) Update Master Plan and System Modeling;
Dave is working with the GIS team
 - e) Easement encroachment w/fence, property owner notifications;
Jennifer has not received the information yet
 - f) PFAS monitoring
Brad will provide the Board with a cost to do this testing
 - g) New solids removal system (belt press placement);
Dave Dirren said that they are preparing the RFP
 - h) Removal of the onsite trailer & possible replacement;
 - i) Remodel the lab area – insulation, move water line & sprinkler
Brad has made arrangements to have the sprinkler water line moved
 - j) Fire suppression modifications;
 - k) Future sewer line extensions.
14. Discussion and possible action to approve invoices for Sunrise Engineering for engineering services.
Motion: made by Director Gardner to approve the invoices, second by Director Wheeler.
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.