

Minutes
Tontitown Water and Sewer Commission

Tuesday, July 14, 2005

Meeting: Special

Location: Meeting Room, Tontitown Sheriff's Office

Commissioners Present: Casey Dunigan, Bill Brandt, Mick Wagner,
Larry Goddard, Gene Baker

Members Absent: none

Others Present: R. Prudenti, The Morning News of NW Arkansas,
Paul Maestri, Mayor of Tontittown

The meeting was called to order at 2:30 p.m. by mutual consent.

Having never met as a public body prior to this date, the commissioners discussed the need to elect officers and agree upon an agenda prepared by Wagner and Steve Gunderson. Mick Wagner called for nominations for Chairman, First Vice Chairman, Second Vice Chairman, Secretary, and Treasurer.

Gene Baker nominated Mick Wagner for Chairman. Dunigan seconded the motion; motion passed with all in favor.

Chairman Wagner asked for a motion to accept the agenda as presented.

Dunigan made a motion to accept the agenda as presented. Baker seconded the motion; motion passed with all in favor.

Larry Goddard made a motion to nominate the following: Gene Baker for First Vice Chairman, Bill Brandt for Second Vice Chairman, Casey Dunigan as Secretary, and himself as Treasurer.

Brandt seconded the motion; the motion passed with all in favor.

Dunigan inquired about the minutes. Wagner stated that an audio recording would be made of every meeting. These recordings along with any audio transcriptions or written minutes would constitute the official minutes.

The Commission reviewed a bid and discussed the hiring of Nancy Roller for the purpose of securing Rights of Way for the Commission. The board will seek advice from legal counsel concerning the need to advertise Requests for Qualifications (RFQs) and whether professional services require bids, etc.

The commission discussed the need to hire legal counsel.

Gene Baker made a motion to hire Steve Gunderson as our attorney. Goddard seconded the motion; the motion passed with all in favor.

Chairman Wagner stated that the annual water department audit was to be completed by August 1, 2005 and would cover calendar year 2004.

The commission discussed the inability of the former water and sewer committee to acquire utility maps and location data held by ESI. These data were previously purchased by the City of Tontitown.

Bill Brandt made a motion to direct the commission attorney to send ESI a letter demanding that all previously purchased, materials, utility maps, and any utility data be turned over to the commission. Dunigan seconded the motion, and the motion passed with all in favor.

The chairman discussed the need to provide utility locations as needed. He stated that the current system relied on one part time contract laborer and was dependent on his schedule. The board discussed the need to provide comprehensive location information to requesters and its engineering firm, U.S. Infrastructure. The chairman and second vice chairman stated that they arranged a meeting with Arkansas One Call to discuss providing a locator service. The One Call meeting is to be held on Thursday, July 21, 2005 at 1:00 p.m. at the Tontitown, sheriff's office.

The board discussed the need to allow the Tontitown Recorder/Treasurer to continue handling the commission's financial accounts and other necessary and related day-to-day functions including the scheduling of billing, overview of commission personnel, and overseeing water department inventory.

The chairman discussed the need to hire additional personnel to help the existing part-time billing clerk and contract laborer with water billing, meter reading, etc. Wagner asked Mr. Goddard to develop a job description and prepare an advertisement for a full-time water department employee.

Goddard made a motion to hire a full-time water department employee with wages up to \$15.00 per hour who would train to perform billing, meter reading, and other duties as assigned by the Tontitown Recorder/Treasurer and commission. Brandt seconded the motion; motion passed with all in favor.

The board discussed holding the next commission meeting on Thursday, July 28, 2005 at the Tontitown sheriff's office.

Baker made a motion to adjourn; Dunigan seconded the motion motion carried.

Meeting adjourned at 4:23 p.m.

Respectfully submitted,

Casey D. Dunigan, Secretary