

Minutes Tontitown Water and Sewer Commission

Tuesday, August 2, 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: Steve Gunderson, Kevin Faught of Stephens Inc., Lynn Evans of ARKUPS, Frank Nickel of USI, Roller Land Services, and Nita Horn

Meeting was called to order by Chairman Mick Wagner at 3:05 p.m.

Brandt made a motion to suspend the reading of the previous meeting minutes and correct the date to July 14, 2005. Goddard seconded the motion; motion carried without objection.

In Old Business:

The commission discussed the need to adopt rules of conduct pursuant to ACA 14-234-309.

Goddard made a motion to accept Robert's Rules of Order, as published by the Constitution Society, copyright 1996. Brandt seconded the motion; motion carried without objection.

The commission discussed the 412/112 waterline project. U.S. Infrastructure is finishing easements this coming Friday and should have preliminary plans as well by end of the week. USI is coordinating existing utilities and accommodating all the other utilities. USI will forward to Steve Gunderson as they prepare each easement. Plans for health department will be prepared August 8, but must allow one month for health department to approve the water plan. By September 7, the commission should be able to let bids or at least advertise. USI is to prepare bids, provide the bids to Gunderson, and Gunderson is to run advertisements.

Lynn Evans of ARKUPS met the full commission, and discussed ARKUPS locate service and desire to communicate with USI.

Mick Wagner announced that the Purchase Order draft system was not ready for discussion.

In New Business:

The commission discussed awarding easement contractor bid for water and sewer projects. Two bids were discussed: Roller Land Service and Universal Services Inc.

Brandt made a motion to accept the Roller Bid to provide professional services for easement acquisition. Baker seconded the motion; motion passed without objection.

The commission discussed awarding bond underwriter contract. The former sewer committee had discussed private funding, and Gunderson requests for bond service.

Goddard made a motion to use Steven's Inc. to underwrite bonds that Tontitown voters already approved.

Gunderson urged the commission to recommend that the city of Tontitown front the commission monies prior to acquiring the bond funds. This was reiterated by Kevin Faught with Stephen's Inc. Faught reported that Steven's can provide preliminary numbers by 3 August, and predicts that the deal can close by October 1, 2005.

Dunigan seconded the motion to use Steven's Inc; motion passed without objection.

The commission discussed Roller's legal requirements. Gunderson must review easements prior to filing. Roller reported that not all property will require survey. Existing "monumented" properties and simple tract maps will be utilized to show landowners and for the purpose of writing legal descriptions for easements. Roller will also provide aerial photographs to concerned landowners.

USI made a presentation for a proposed Geographic Information System (GIS) setup. The preliminary cost estimates were provided by Frank Nickel. The systems included handheld units, software, and training. The GIS would allow precise locations for meters, fire hydrants, pipes, and include data such as age, flows, etc.

No motions on the GIS systems were taken up.

The commission reviewed the proposed water and sewer budget.

On advice of counsel, the board discussed adopting the City of Tontitown's water budget with the option of modifying it later by making line item changes.

Wagner discussed the sewer and water rate survey. He stated that while the city's water rates went up 15%, the city only raised its rates by about 6.5%. Gunderson advised that state law allows the commission to raise rates on water without prior approval of the city council. Wagner noted that Tontitown has inside city rates and outside city rates, and currently, about 30% is in an annexed area of the city, which pays a lower rate. The commission agreed to review other water systems and come up with a more equitable rate structure to prevent the loss of water revenue.

Brandt made a motion to accept City of Tontitown's water and sewer department budget as prepared by the mayor on January 1, 2005. Dunigan seconded the motion; motion passed without objection.

The chairman announced that the commission should retire into executive session to discuss the hiring of Mrs. Nita Horn as Water Department Administrative Assistant.

Dunigan made a motion to retire into executive session to discuss the hiring of Mrs. Nita Horn as Water Department Administrative Assistant. Brandt seconded the motion; motion passed without objection.

Upon returning from executive session, the chairman asked for motions that may have resulted from executive session.

Dunigan made a motion to suspend discussion of hiring an Administrative Assistant until future commission meeting when the water and sewer budget is further analyzed. Goddard seconded the motion; motion passed without objection.

Goddard made a motion to increase the wages of JoAnn Peifer to \$11.00 per hour on the next pay period beginning August 8, 2005. Brandt seconded the motion; motion passed without objection.

Baker made a motion to hold regular commission meeting on the first Tuesday of each month at 3:00 p.m. at the Sheriff's office meeting room. Brandt seconded the motion; motion passed without objection.

Dunigan made a motion to adjourn; Baker seconded the motion; motion passed without objection.

Meeting adjourned at 5:27 p.m.

Respectfully Submitted,

Casey D. Dunigan,
Secretary, Tontitown Water and Sewer Commission

Mick Wagner
Chairman, Tontitown Water and Sewer Commission