

# TONTITOWN WATER & SEWER COMMISSION

## MEETING MINUTES 01-23-2008

**ROLL CALL-** AT 3pm All Commissioners present except Zulpo who arrived late during the review of financials and Gunderson who arrived late during discussion of engineering proposal for water master plan. Also present: Mick Wagner, Executive Director; Rebecca Bennett, Administrative Assistant; Mark Dossett, W&S Attorney; Jerry Holloway, USI W&S Engineer; Chuck Nickle, USI W&S Engineer; Brent Vance, USI W&S Engineer; Wade Phillips USI W&S Engineer

**APPROVAL OF AGENDA-** Chuck Nickel asked the Commissioners to add an agenda item to discuss peak water flow and the feasibility study for WWA line connections. A motion by Goddard to add these as item C & D under new business and approve the agenda as amended, this motion was seconded by Zulpo, motion passed unanimously.

### **APPROVAL OF MINUTES FOR 12/04/07 meeting**

**REVIEW FINANCIALS-** Wagner presented financials. Miscellaneous income is over budget due to receiving meters and ERTs that have been redone and returned. Also, the billing fees of 60 cents per customer we receive from the city each month affected this as 2007 budget did not account for these fees. The City, however, doesn't reimburse the Water Department for time spent on solid waste issues. Wagner also explained that the Water Department will offer online billing in the next two months which will allow customers to view their history and pay bills. Solid Waste Reimbursement, which isn't in the budget, is for money collected for solid waste and then reimbursed to the city. There is about \$2,400 worth of bad debt owed for solid waste, perhaps the commission needs to address how to book this to avoid drain on cash flow. Water Sales are 3% under budget. Computer support is over budget due to Itron support not being budgeted for. Contract wages are over budget, but payroll expense is under budget. This is due to the water clerk position being filled by a temp service the first three months until a decision was made to hire the current person.

### **OLD BUSINESS:**

- A. **Update on Sewer project.** – Chuck Nickle stated that the sewer project is 90% complete with 86% of time used with an average of 150 ft per day. There are two crews working. One crew is doing clean up. Currently, they are laying pipe in the middle of the Industrial Park. They haven't completed Change Order 11. The expected completion date for Phase 1 is now March 23. USI is currently looking into how much money will be left over which can be used in another section of the sewer
- B. **Discussion of engineering proposal for water master plan.** – Brent Vance went through the agreement for engineering services water master plan and water plan compliance application for Tontitown. USI will be

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utilizing an existing H2O map and computer model to forecast growth and demand in the next five, ten, and twenty years. The master plan will take 90 days to complete. The master plan will cost \$24,000 and the application for water plan compliance will cost \$2,000 to be paid to the AR Natural Resources Commission. There will also be a \$200 filing fee. Wagner noted that Springdale spent around \$800,000 on their water master plan. Motion made to accept agreement by Goddard and second by Zulpo. Motion passed unanimously.

### NEW BUSINESS

- A. **Consider revision of SOP#22 for holidays** – This policy revision would allow employee holidays to be the same as Arkansas state holidays. Motion made to accept revision made by Goddard and second by Zulpo. Motion passed unanimously.
- B. **Consider revision of SOP#73 & 74 for meter locations.** – This policy revision would require all meters be made accessible to the Water Department. There are cases where meters are behind a fence. Also, there are times where dogs are inside the fence making the meter inaccessible. Bill Brandt directed Mark Dossett to work on the SOP revision and combine 73 (residential) & 74 (commercial). Item is tabled until next meeting.
- C. **Discussion of water peak usage.** – Wade Phillips stated that Springdale Water Utilities requested Tontitown send the current and projected water use for a ten and twenty year period. Based on water purchased, currently an average daily usage for 2007 was 242,000 gal. A peak day, which was about 2.16 times an average day, was 521,000 gal. A ten year average day is projected at 407,520 gal/day. A twenty year average day is projected at 541,440. These projections were based on population projections gotten from the NWARPC. The maximum AEP will use is 600 gl/minute. They have storage for 650,000 gallons. Operating at full capacity, AEP would take 7 to 8 hours to run through the storage supply. It wouldn't benefit Tontitown to have storage, unless it is elevated. Even then, it would only help Springdale for one day. In the next five years Two Ton water district will be building a 24" water line within 1 ½ miles of Tontitown's western boundary.
- D. **Discussion of Washington Water connection.** – There are three areas where WWA is supplying water inside Tontitown's city limits. In the North area, WWA has a 8" line that loops around. There are certain areas that can't be disconnected. There are 25 customer we would take over supplying water to. This would cost about

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\$335,000. In the West area, WWA has a 6" line. There are 8 customers. This would cost about \$140,000. In the South area, there is a 6" line on Reed Valley, a 4" line on Steele, a 3" and 2" line on Hwy 112, and a 8" line on Kelly to S. Barrington. There are 260 customers. This would cost about \$1.27 million. These prices do not include the cost of purchasing lines from WWA, only how much it would be to build new lines.

**COMMENTS FROM COMMISSIONERS** – No Comments.

**ADJOURN** – Motion to adjourn made by Baker and second by Zulpo. Motion passed unanimously.