

TONTITOWN WATER & SEWER COMMISSION

MEETING MINUTES 04-01-2008

1. ROLL CALL – At 3:13PM All Commissioners present except Goddard who arrived late during update on water master plan study. Also present: Mick Wagner, Rebecca Bennett, Mark Dossett, W&S Attorney, Jerry Holloway, Britt Vance, Chuck Nickle all 3 of USI Engineering

2. APPROVAL OF AGENDA – A motion by Gunderson to approve agenda as written and 2nd by Zulpo, motion passed unanimously.

3. APPROVAL OF MINUTES FOR 03/04/08 meeting – A motion to approve minutes as written and 2nd by Zulpo, motion passed unanimously.

4. REVIEW FINANCIALS – Wagner presented the financials, stating that we are under budget on sewer. Letters were sent to 89 commercial customers notifying them that they were required to connect to the sewer. Service fees have been up due to sewer connections. Springdale still has not made contact about a master meter fee. Cost of computer support is up updates done at the beginning of the year, network problems and work done on water admin's computer.

5. OLD BUSINESS:

- A. **Update on Sewer project (connection letters)** – Jerry Holloway stated that the initial project is finished and 65% of Line 3F is designed. Seven easements will be needed before they can send this to the Arkansas Department of Health and the contractor. The Commission directed USI to acquire the easements. Mick Wagner stated that American Red Cross connected to the sewer line without notifying anyone, and were given one day to pay the fees required or to avoid service disconnection. Chuck Nickle stated that Change Order 12 will need to be modified to allow the contractor 60 days to finish the project from the time they are able to begin.
- B. **Review SCADA Contract revisions** – Mark Dossett stated that all requested changes were made with the exception of the consequential damages provision being taken out. Also, if the W&S Department delays delivery, a 2% storage fee a month must be paid. Terms of payment are Net 30. Motion made by Gunderson to execute the contract and 2nd by Zulpo. Motion passed unanimously.
- C. **Update on Water Master Plan Study.** – Britt Vance presented an overview of the computer modeling results and recommended improvements. He stated that the Kissinger Road 8 inch water line remains the number one priority. The second priority is before the Highway 412 Bypass is put in, 18 inch encasements need to be put in to run under the bypass. Priority three is purchasing at least two acres for a water storage tank. Baker stated that while trying to get the five easements required for the Kissinger Road water line, there are a couple of people who refuse to give one. A motion made by Zulpo for Mark

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Dossett to start the condemnation process to obtain these easements and 2nd by Gunderson. Motion passed unanimously. Decision made by Commission to view the rest of the presentation on their own time.

6. NEW BUSINESS

- A. **Consider revision of SOP 68 (cross connection policy)** – Mick Wagner stated that the SOP has been revised to clarify the procedure for obtaining current backflow prevention tests. Motion made by Gunderson to accept SOP 68 as amended and 2nd by Zulpo. Motion passed unanimously.
- B. **Consider revision of SOP 22 (holidays policy)** – Mick Wagner stated that the SOP has been revised to include an employee's birthday as a holiday due to the city already having this day off. Motion made by Gunderson to accept as amended and 2nd by Goddard. Motion passed unanimously with the exception of Baker, voted against amendment.
- C. **Consider revision of SOP 55.1 (bids and purchases)** – Mick Wagner stated that the requirement for 3 bids was changed to the requirement of the bid to be posted for fourteen days. This was done for the reason that in some cases 3 bids are never received. Motion made by Goddard to accept as amended and 2nd by Gunderson. Motion passed unanimously.
- D. **GIS update re: ISO layer** – Mick Wagner stated that the ISO rate was lowered to a 5 from a 6 and we are now striving for a 4. Flow data will now be posted to the GIS website.
- E. **Discussion of IT issues and services to the City** – Mick Wagner stated that Mayor Edgmon has repeatedly asked One Source Technology for invoices billed to the W&S Department. W&S has it's own network which includes the Recorder/Treasurer and Building Inspector computers, both of which are owned by the W&S Department. W&S maintains all back-ups. Wagner requested the Commission's decision should the city decide to change this. Motion made by Gunderson to separate W&S drive from the city only if the city decides they want to change the way things are set up and 2nd by Goddard. Motion passed unanimously.

7. COMMENTS FROM COMMISSIONERS – Gunderson asked Mark Dossett if he had SOP 73 for High Risk Premises ready. Dossett stated that he does not. This will be on next month's agenda. Gunderson then stated that there have been complaints about certain ditches needing to be cleaned. Wagner stated that Shane Harrison, the Street Department head, would be the correct person to direct this to. Zulpo stated that there have been complaints about the progress for the sewer project clean up.

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8. ADJOURN – Motion to adjourn made by Zulpo and 2nd by Goddard. Motion passed unanimously.