

TONTITOWN WATER & SEWER COMMISSION

MEETING MINUTES 05-28-2008

1. ROLL CALL – At 3PM All Commissioners present except Baker who arrived during update on sewer project, and Larry, who did not attend. Also present: Mick Wagner, Rebecca Bennett, Mark Dossett, W&S Attorney, Britt Vance, Chuck Nickle both of USI Engineering.

2. APPROVAL OF AGENDA – A motion by Gunderson to move 'Review Financials' to under New Business and approve agenda as amended and 2nd by Zulpo, motion passed unanimously.

3. APPROVAL OF MINUTES FOR 05/06/08 meeting – A motion by Gunderson to approve minutes as written and 2nd by Zulpo, motion passed unanimously.

4. OLD BUSINESS:

- A. Update on Sewer project (connection letters)** – Chuck Nickle stated that USI has created three sets of plans for Change Order 12, Change Order 13 and another line that will run behind 620 E Henri de Tonti Blvd. Three bids will be advertised for 5/31 and 6/07 to be due on 6/17. WN Couch has decided not to continue with their contract, so that has been reduced by \$232,702.74 with a reconciliation change order. A motion by Gunderson to accept new contract and 2nd by Zulpo, motion passed unanimously. A motion by Zulpo to accept reconciliation change order and 2nd by Gunderson, motion passed unanimously.
- B. Update on Water Master Plan Study.** – Britt Vance stated that building an elevated water tank has been moved to the first priority with a range of one to five years. The Liberty Road water line to the power plant is now priority two. A motion by Gunderson to accept the final Master Plan Study and submit it to the state and 2nd by Zulpo, motion passed unanimously.
- C. Review SOP 100 amendment** – A motion by Gunderson to table SOP 100 amendment and 2nd by Zulpo, motion passed unanimously.

5. NEW BUSINESS

- A. Discussion of Springdale Water Contract** – Chuck Nickle stated that Springdale has put a flow regulation on all three meters. This will be a total of 1675 gallons per minute. There will be a surcharge of 50% of the total bill unless Tontitown builds an elevated water storage tank within the next two years. Then, the surcharge will change to 35%. Wagner stated that if there is a water main burst or fire occurrence, the penalty may be waived. Springdale does not want to allow Tontitown to connect to their SCADA system for fear of a security threat. A motion by Baker to approve Springdale Water

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Contract and 2nd by Zulpo, motion passed unanimously. Tontitown City Council will need to approve the contract before it can be approved by Springdale. The contract will be put on July's City Council meeting agenda.

- B. Discussion of engineering agreement for Water Tank** – Chuck Nickle stated that USI has prepared a contract for the construction of a 500,000 gallon water tank that will stand 160 feet tall based on the elevation of the land it will be built on. The site this will be built on should be at least two acres. USI has proposed a forty five day design contract. There will be two contracts: one for the construction of the tank and another for the three metering vaults, valves, SCADA system, and connecting line. The tank will take about one year to build and the second contract will take less time. The estimated construction cost of the tank is \$1.57 million. Wagner stated that money to complete this project will come from the W&S General Fund account. Nickle stated that the tank will be accessed through the center. A motion by Gunderson to approve the contract and 2nd by Zulpo, motion passed unanimously
- C. Discuss Video system fro W&S Office.** – Wagner presented three bids from One Source Technology for installation of a video system and the equipment ranging from \$3,200 to \$3,800. There is a need to be able to document customers who become upset. Wagner stated that the only significant difference between them is the cost. A motion made by Baker to approve the lowest bid for \$3,185.96 and 2nd by Zulpo. Motion passed unanimously.
- D. Discussion revision to SOP 68 RPZ shutoff procedure** – Wagner stated that there are two options for revisions. Option one would allow the W&S Department to turn off a customer's meter if they have not turned in their RPZ test results in time, which could be 30 or 60 days from time notifications are sent. Option two would allow the W&S Department to test and/or fix the device and charge the cost back to the customer instead of disconnecting their water. A motion made by Zulpo to accept option one and 2nd by Baker. Motion passed unanimously.

6. REVIEW FINANCIALS – Wagner presented the financials, stating that water and sales are down, but will catch up later in the year. Service fees have been up due to sewer connections. Wagner stated that there are about 112 customers that should be on sewer. Seventy six have paid their fees and thirty six have not yet paid. Dues and subscriptions are up due to sewer locates, which was not budgeted for. Payroll is under. A water operator's salary of \$40,000 was budgeted for. City sales tax is down about 27%. The overall net income is down \$38,000. Wagner requested the Commission to direct the W&S Attorney to draft a letter to the remaining customers required to connect notifying them that we would take action to connect them if they did not connect within a certain period

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of time. A motion made by Gunderson to direct the W&S attorney to draft the letter and 2nd by Zulpo. Motion passed unanimously.

7. COMMENTS FROM COMMISSIONERS – Wagner stated that the W&S attorney had sent the commissioners a Resolution to define the Executive Director's powers and duties. Gunderson suggested the limit for spending be \$10,000 with 12 hours notice. It should state that the Executive Director's responsibilities are spelled out in SOP's. A motion made by Gunderson to adopt the Resolution as discussed and 2nd by Baker. Motion passed unanimously. Wagner stated that all easements have been received for the water line on the east side of town. Not all easements have been received for the water line behind OOPS. Wagner suggested that a letter be sent to customers who haven't turned in their easements stating that in order for a sewer line, to be considered the easements must be turned in. A motion made by Zulpo to direct the W&S Attorney to draft a letter to residents and 2nd by Baker. Motion passed unanimously

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