

TONTITOWN WATER & SEWER COMMISSION

MEETING MINUTES 11-26-2008

1. ROLL CALL – At 3PM All Commissioners present, except Steve Gunderson. Also present: Mick Wagner, Mark Dossett, W&S Attorney, Chuck Nickle, USI Engineering

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

3. APPROVAL OF MINUTES FOR 10/22/08 meeting – A motion made by Goddard to approve minutes as written and 2nd by Zulpo, motion passed unanimously.

4. REVIEW FINANCIALS – Wagner stated that the utilities are higher due to rent, which wasn't reflected in the budget. Insurance is higher due to the annual vehicle insurance being renewed. Bank charges are higher due to a trustee maintenance fee. Interest Income is higher than expected. Overall everything is better than projected. Wagner stated that he will run an ad for a field operations manager soon.

5. OLD BUSINESS:

- A. **Update on Water tank project** – Chuck Nickle stated that the three main valve vaults and the valves have been installed and are working. The programming and training has been completed. At the Benton Farm Station, one of the three parts of the tower was wrong. It was reordered and is scheduled to be put in on Monday, December 1, 2008. The design of the tank is still in progress even though there is still no site. All plans have been turned in for the sewer lines and are posted to the GIS.

6. NEW BUSINESS

- A. **Approve banking and depository agreement with Liberty Bank** – Wagner stated that the agreement is for a device that will allow deposits to be made at the W&S office. Liberty requires official acceptance in the minutes in order to go through with this. A motion made by Goddard to approve the agreement and equipment and 2nd by Zulpo, motion passed unanimously.
- B. **Approve purchase of office furniture** – Wagner stated that when the W&S office was moved to Fantinel Drive, there wasn't any furniture for one office. Steve Gunderson had a desk, bookshelf and filing cabinet that is now being used by the W&S office. If bought today, the total of these pieces would be about \$800.00. Gunderson has offered to sell these for \$500.00. Dossett stated that this transaction is alright as long it is all done openly. A motion made by Goddard to purchase this furniture for \$500.00 and 2nd by Zulpo, motion passed unanimously.

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- C. Discuss online bidding for equipment.** – Wagner stated that the W&S Department is in need of a mini-excavator. The current backhoe is too worn out to be refurbished but still functions well as a front end loader. A good mini-excavator, that would fill our needs, can be found for under \$20,000. Wagner suggested that specifications be posted for this equipment. Dossett stated that specifications need to be posted to the website. Discussion occurred about finding local equipment versus using internet auction sites such as IronPlanet.com. Wagner stated that Baker owns Springdale tractor which currently has a unit with low hours. Wagner questioned the Commissioners and attorney if they would approve of buying this unit if Robert Button felt it would meet our needs. Dossett stated that if this is the equipment decided on, the board should vote on it without Baker's participation to ratify the purchase. A motion made by Zulpo to approve the purchase of equipment for under \$20,000 if other bids did not come in that looked better, this was 2nd by Goddard, motion passed unanimously.

7. COMMENTS FROM COMMISSIONERS – Brandt stated that December's meeting is set for Christmas Eve. Baker suggested it be held on Monday December 22, 2008 at 3:00 pm. Dossett stated that he would not be able to make it. Wagner suggested that someone from his office try to make it. Dossett stated that he could make it Tuesday, December 23, 2008 at 3:00 pm. Everyone agreed. Dossett stated that Washington Water Authority via the attorney and Josh Moore are in agreement to allow Tontitown to change the service area so we can continue to serve the customers that were originally in WWA's area. They would like to find out if they serve any of Tontitown's customers and once that is determined, would like to meet to redraw the map. Wagner questioned whether they would be willing to square the area to keep it clean when it is redrawn. A small section of line may need to be bought to do this. Dossett stated that he will set up a time with the Commission, WWA's attorney and Josh Moore to negotiate the details.

8. ADJOURN – Brandt declared the meeting adjourned.