

TONTITOWN WATER & SEWER COMMISSION

MEETING AGENDA 02-03-2009

1. ROLL CALL – At 3PM All Commissioners present, except Larry Goddard. Also present: Mick Wagner, Rebecca Bennett, JR Carroll, W&S Attorney, Britt Vance, USI Engineering

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

3. APPROVAL OF MINUTES FOR 12/23/08 meeting – A motion made by Baker to approve agenda as written and 2nd by Zulpo, motion passed unanimously.

4. REVIEW FINANCIALS – Wagner stated that the overall income is about 4% over the estimated amount. Cost of goods sold is 8.6% below what was expected. Expenses are within .5% of what was projected. There was an increase in Repairs & Maintenance. Utilities also increased \$12,000 due to rent. City sales tax is about 11% better than projected. Overall net income is about \$510,000.

5. OLD BUSINESS:

- A. **Update on Water tank project** – Britt Vance stated that plans and specifications for the water tank are 50% complete. When the site is determined they will proceed with the project. Wagner stated that we are at a standstill on the site. The owner of the original site based the sell on whether their other property is rezoned or not. The owners of the alternate sites have not shown interest in selling. Water flows can be monitored on the SCADA system.
- B. **Ratify Commission Officers Chair, Vice-Chair, SEC/TRES** – Brandt stated the officers voted at the previous meeting were Gunderson for Chairman, Baker for Vice Chairman and Goddard for Secretary/Treasurer. A motion made by Zulpo to ratify the changes and 2nd by Baker, motion passed unanimously.

6. NEW BUSINESS

- A. **Discussion of VBS system** – Wagner stated that during emergencies the water department now has the ability to select the section of line that is affected on the GIS and it will list the customers. This list can then be exported to a voice broadcasted system that will call the customers with a pre-recorded message. The system will document who was not contacted or who's answering machine answered. The system can be used for boil water orders and shut off notices. It can also benefit the city and fire department. The fire department can use it to notify members that their annual fee is due. The VBS system will about cost 15 cents/thirty second call with a monthly fee of \$50 and a initial setup

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charge. A motion made by Zulpo to purchase a voice broadcasting system and 2nd by Brandt, motion passed unanimously.

- B. **Discussion water rates** – Wagner stated that the current rates include 2,000 gallons plus a base meter rate. The new rates will have a base meter rate and charge only for water used. The outside city rate will be the inside city rate plus 15%. All base meter rates have been raised. The bigger the meter, the more it will be charged. The four inch meter rate has been lowered from \$4,500 to \$1,050. The only four inch meter in the system is AEP. It is estimated that an average customer's bill will go up about \$3.00-\$3.50 per month. On average Tontitown rates have went up 4.13% from 1997 to 2009. CPI has went up 3.53%. A motion by Zulpo to accept the new water rates and 2nd by Baker, motion passed unanimously.
- C. **Discuss WWA issue with service area** – JR Carroll stated that Washington Water Authority would not agree to meet with Tontitown at first. They have now changed their mind, but will not give a time and place for the meeting. Carroll suggested a letter be sent to WWA's attorney notifying them that legal action will be taken unless they set a time and place for a meeting. A motion made by Zulpo to direct the attorney to write a letter to Washington Water Authority asking for a meeting and 2nd by Brandt, motion passed unanimously.
- D. **Discuss Contract with One Source** – Wagner stated that One Source is going to raise their water rates. Instead of doing this Wagner requested a contract be signed. The contract is for \$75 per hour which is the current rate. A motion made by Brandt to accept the contract as written and 2nd by Zulpo, motion passed unanimously.
- E. **Discussion of SOP 102 Regarding Line Flushing** – Wagner stated that the SOP specifies what is done during line flushing and what times it will be done. The SOP refers to a Procedure with details on how to flush the lines. A motion made by Brandt to accept SOP 102 as written and 2nd by Baker, motion passed unanimously.
- F. **Discussion of SOP 103 Regarding Exercising Valves** – Wagner stated that there are about 400 valves in the water system. There has never been a policy for exercising these. A motion made by Brandt to accept SOP 103 as written and 2nd by Zulpo, motion passed unanimously.
- G. **Discussion of SOP 007 Regarding meeting time** – Gunderson suggested the date be changed to the fourth Tuesday at 3:00 PM. A motion made by Baker to adopt SOP 007 as revised and 2nd by Brandt, motion passed unanimously.

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7. COMMENTS FROM COMMISSIONERS – Wagner stated that there is a request from the employees to be paid for the time they were unable to work due to the ice storm. Rebecca Bennett stated that they were unable to work from Tuesday to Friday of the past week. A motion made by Brandt to pay the employees eight hours a day from Tuesday to Friday of the past week and 2nd by Zulpo, motion passed unanimously. Gunderson asked if a generator should be purchased. Wagner stated that there is a generator, but the problem is connecting all the wires. The landlord would be responsible for changing the electrical connections to be compatible for this.

8. ADJOURN – A motion made by Brandt to adjourn and 2nd by Baker, motion passed unanimously.