

# TONTITOWN WATER & SEWER COMMISSION

## MEETING MINUTES 03-24-2009

1. **ROLL CALL** – At 3PM All Commissioners present, except Larry Goddard. Gene Baker arrived during Old Business, Item A. Also present: Mick Wagner, JR Carroll, W&S Attorney, Wade Phillips, USI Engineering.
2. **APPROVAL OF AGENDA** – A motion made by Brandt to approve agenda as written and 2<sup>nd</sup> by Zulpo motion passed unanimously.
3. **APPROVAL OF MINUTES FOR 02/24/09 meeting** – A motion made by Brandt to approve minutes as written and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
4. **REVIEW FINANCIALS** – Wagner stated that the sales for sanitation is about 10% higher than projected, but water sales are about 9% lower. Cost of goods is under about \$3,600 due to ERTs being sent for upgrade. These will be credited back once they are received. Water purchases are better than projected by about \$13,000. There have been no new customers come on line, therefore no service fees have been paid. This has made the income total less than projected. Amount Due From City and TAFD will be billed out and we will receive the money for these. Depreciation Expense is less by \$20,000, but this will catch up later in the year. Insurance is better than projected. Payroll expense is less than projected due to Peacy no longer working. Sales tax is already 10% lower than projected which was based on previous budgets. Ryder is almost ready to open. Interest income was projected to be higher than what it may be. The budget will be revised next month. The net income is about \$26,000.

### 5. OLD BUSINESS

- A. **Review status of WWA issue regarding customers we currently serve**  
JR Carroll stated that he talked to Denny with WWA today who said that they will get the map to us as soon as possible. Gunderson stated that he talked to George Butler this afternoon and discussed the fact that Josh Moore has had the map for some time. Butler said that he would get back with us. Wagner stated that everything has been done that was requested during the 2/20/09 meeting with WWA. Zulpo stated that it is in WWA's hands.

### 6. NEW BUSINESS

- A. **Consider Revision of SOP 101 Water Line Flushing** – Wagner stated that the SOP has been revised to change the dates of flushing. There are flushing hydrants on the dead end lines. There is a report that will allow us to calculate the amount of time the line needs to be flushed. This will also allow the water loss to be calculated. Wagner stated that the SOP is revised to flush in July due to higher temperatures. Last year there were

# TONTITOWN WATER & SEWER COMMISSION

## MEETING MINUTES 03-24-2009

low levels of chlorine. Springdale and Beaver Water also had problems. Beaver adds minimal chlorine to prevent chlorine byproducts violations in their system. A motion made by Brandt to approve SOP 101 as revised and 2<sup>nd</sup> by Zulpo, motion passed unanimously.

- B. Discuss hydraulic model** – Phillips stated that as a result of the low chlorine problem, USI was asked to look into the options available to track this. USI used the existing hydraulic model to calculate the age of the water in the system. Most of the older water is in the south west corner of the system. Higher temperatures can cause the chlorine to be used faster. The model will also allow the concentration for each meter to be added. Wagner questioned what could be done to improve the area with the oldest water. Phillips stated that more demand would be the real solution, but there is no control over that. Last year, during August to October, Springdale's chlorine residuals dropped at their sample site that is near Tontitown's 412 master meter. Phillips stated that a chlorine analyzer that would connect to our SCADA system could be put in downstream of the Sunset master meter. Traces can be put on each meter to allow how much water is going through at any point in the system. Phillips stated that chlorine can be tracked at each sampling site. Wagner stated that more sampling sites will be set up on the west side of town. Wagner stated that a portable chlorine analysis unit could be used for sampling random sites throughout the system. Portable units are about \$3,500. A permanent unit is about \$2,500. Wagner stated that he would revise the budget to include both of these units. A motion made by Brandt to buy a remote unit and a permanent unit and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
- C. Discuss Meter Change Charge** – Wagner stated the new water rates include a meter base rate depending on the meter size. Since these rates went into effect, there have been some people who called inquiring about downsizing their meter. Wagner suggested that the meter change charge for downsizing be set at \$50 which would only cover labor and some overhead. A motion made by Brandt to implement a meter downsize charge of \$50 and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
- D. Discuss AEP issue** – Carroll stated that AEP has decided not to use their 4" meter, so they haven't paid the bill. They are still using and paying for their other meters. It needs to be decided whether we can shut off their other meters until they are current on this one. Wagner stated that when AEP built their plant they had three service connections installed. There is a 4" and 2" on the same connection and located in the same meter vault. They have not asked to have service discontinued, but only stated they only said they wished to discontinue a service rate.
- E. Ratification of amended SOP 63 (weblink address)** – Wagner stated that the SOP had the old website link in it, and has now been corrected. A motion made by Brandt to ratify the change of SOP 63 as presented and any other website change in SOPS and 2<sup>nd</sup> by Zulpo, motion passed unanimously.

# TONTITOWN WATER & SEWER COMMISSION MEETING MINUTES 03-24-2009

7. **COMMENTS FROM COMMISSIONERS** – None
8. **ADJOURN** – A motion made by Zulpo to adjourn and 2<sup>nd</sup> by Brandt, motion passed unanimously.