

TONTITOWN WATER & SEWER COMMISSION

MEETING MINUTES 12-22-2009

1. **ROLL CALL** – Members present were Gene Baker, Steve Gunderson, Bill Brandt, Larry Goddard, and Mike Zulpo who arrived during review revisions of Terms & Conditions. Also present were Mick Wagner, Rebecca Bennett. JR Carroll, W&S Attorney, who arrived during item 6 below.
2. **APPROVAL OF AGENDA** – Wagner stated that yesterday engineer Glenn Carter dropped off plans for his client, Kirk Pallet that needed a representative's signature from Tontitown Water. This matter involved a large scale development which was brought before the Tontitown Planning commission in 11/08. It was decided that this was merely a formality as the form required a signature but nothing in the development involved out water system. A motion made by Brandt to add Kirk Pallet to the agenda as item 6C and 2nd by Baker, motion passed unanimously. A motion made by Brandt to approve the agenda as amended and 2nd by Goddard, motion passed unanimously.
3. **APPROVAL OF MINUTES FOR 11-24-09 and 12-15-09** – A motion made by Brandt to approve the 11/24/09 minutes as written and 2nd by Goddard, motion passed unanimously. A motion made by Brandt to approve the 12/15/09 minutes as written and 2nd by Goddard, motion passed unanimously.
4. **REVIEW FINANCIALS** – Wagner stated that income section of financials pretty much have track with the currently approved budget with the exception of service Expenses were all pretty much as projected. In other income section the interest income is off due to the quarterly reconciliation not being received from NACA and Sales tax had stabilized over the past few months. The overall operating income is approximately \$114,000 and financials are posted on the web.
5. **OLD BUSINESS**
 - A. **Review sewer force main from Waste Management** – Wagner stated that Britt Vance, USI Engineering, had nothing new to report which is why he did not come to the meeting today. The lawyers are still working on the agreement. Once this is finished, the project can move forward, Hopefully this will be completed shortly after the holidays.
6. **NEW BUSINESS**
 - A. **Review revision of Terms & Conditions regarding sewer adjustments section 1.2.9** – It was discovered that the terms of service, as adopted in 8/09, needed clarification. The SOPs do not mention adjustments for sewers when a customer has a water leak. An amendment to the current terms of service document was presented that provides if it is proven that a customer water leak did not enter the sewer, sewer charges would be

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waived in the case of a customer water leak. A motion made by Goddard to ratify the Terms & Conditions as presented and 2nd by Brandt, motion passed unanimously.

B. Consider 2010 water rates and fees – The budget passed during the last regular meeting included an assumption for a five percent increase in water rates. Springdale rates were received this week which our cost of water to increase just under four percent. This rate is a little ahead of cpi.. A motion made by Goddard to increase Tontitown water rates by four percent and 2nd was made by Brandt, motion passed unanimously.

C. Kirk Pallet – J.R. Carroll stated that last year Kirk Pallet built a building outside of the city, but in Tontitown's planning area. Washington County requested it be found out whether Tontitown had any objections. The Tontitown Planning Commission gave a "no objection" vote last year when this came before them. Wagner stated that although Kirk Pallet is a Tontitown water customer, this development did not involve our water system. Carroll stated that there is nothing for the Water & Sewer Commission to vote on but suggested the Chairman sign the plans, as there is a signature block for a water representative.

7. COMMENTS FROM MANAGEMENT – Wagner stated that the excavation at the shop site is completed. Approximately seven thousand yards of dirt has been moved from the site to the adjacent land owners to the east and west of our property. A 15 ft easement that runs along the west edge of property owned by Sukha Birach to Highway 412 and also connects to the man hole behind the West side of Birach Arrow store. This will allow us to connect the city shop to sewer as well as re-route our electric service underground on the east side of our property. Currently electric service runs overhead on the west side of the city property. The electric service will be upgraded from 200 amps to 400 amps in consideration of future needs. Water and gas lines will also be relocated to this same area. Bids have been requested for fence construction.

Discussion occurred that the existing shop would be extended with an open sided section that is the same width of the 40 foot wide shop and extends for 75 feet to the north of the existing building.

A motion made by Zulpo to allow up to \$30,000 to add a seventy five foot shed with concrete floors and electricity to the existing shop and 2nd by Brandt, motion passed unanimously.

Wagner stated that a survey was done prior to the beginning of the project. Mr. Newman, the owner of 0.37 acres in front of the shop, has a fence encroaching 10-12 feet to the North and about the same amount on the West side. Mr. Newman has indicated in the past that he is interested in selling his

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property. Gunderson requested that Zulpo discuss with Mr. Newman his interest in selling his property.

- 8. COMMENTS FROM COMMISSIONERS** – The Personnel Handbook will be ready at the next meeting.
- 9. ADJOURN** – A motion made by Brandt to adjourn and 2nd by Zulpo, motion passed unanimously.