

# TONTITOWN WATER & SEWER COMMISSION

## MEETING MINUTES 01-26-2010

1. **ROLL CALL** – Chairman Gunderson was absent; members present were Bill Brandt, Larry Goddard, Mike Zulpo, and Gene Baker who arrived during review of sewer force main from Waste Management. Members present decided that Mr. Brandt would chair this meeting. Also present were Mick Wagner, Rebecca Bennett, Mark Dossett, W&S Attorney, Chuck Nickle, USI Engineering, and Kirby Thompson, Waste Management.
2. **APPROVAL OF AGENDA** – A motion made by Zulpo to approve the agenda as presented and 2<sup>nd</sup> by Goddard, motion passed unanimously.
3. **APPROVAL OF MINUTES FOR 12-22-09** – A motion made by Goddard to approve the minutes as written and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
4. **REVIEW FINANCIALS** – Wagner stated the financials are mostly in line with what was budgeted. There may be more interest that was earned from NACA monies invested. Service fees were lower than budgeted. The net income for 2009 was \$75,000 versus the budgeted \$100,000.

### 5. OLD BUSINESS

- A. **Review sewer force main from Waste Management** – Nickle presented proposed exhibit one, which shows the force main and lift station, and exhibit two, which shows the easements to be obtained. Tract plats are being worked on to go with the easements and letters that will be sent to residents. When the force main is connected with the existing manhole, a coating will need to put on it.
- B. **Review Waste Management Sewer Contract** – Dossett stated that the contract is in it's final form. They cannot tie in a restroom since they are not a user of Tontitown Water. Wagner stated that all sampling will be done by Waste Management through a third party lab that is accepted by ADEQ and approved by NACA. TWU personnel will not be involved in sampling as NACA is the treatment plant receiving this waste flow. A motion made by Goddard to approve the contract and direct the Chairman to sign it on behalf of the W&S Commission and 2<sup>nd</sup> by Zulpo, motion passed unanimously

### 6. NEW BUSINESS

- A. **Harold Vowell - Discussion of Meter Base Charge** – Wagner stated that Vowell requested to be placed on the agenda, but has not appeared. Wagner presented a comparison of surrounding cities rates. Vowell does not live at the house served by TWU, but his son Andy does. Vowell's usage is higher than average. His concern is that the base rate is too high. TWU is 64% cheaper than WWA which is the closest water supply to this residence.

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- B. Discuss solid waste customer litigation** – Dossett recommended that a few of the solid waste past due customers who cannot be found may not be worth pursuing. It could be published in the paper, but it would be expensive. Wagner stated that \$2,000 to \$3,000 would be written off. This is the first month that past dues have been sent to WWA. These were accumulated before the new law went into place. A motion was made by Goddard to write off the list of past due solid waste customers and 2<sup>nd</sup> by Zulpo.
- C. Review Personnel Handbook** – Wagner stated that the policies pertaining to personnel have been taken out of the general Standard Operating Policies and put into a Personnel Handbook. The vacation policy was clarified to say the vacation is earned as of the anniversary hire date. A motion made by Zulpo to approve the Personnel Handbook and 2<sup>nd</sup> by Goddard, motion passed unanimously.
- D. Review revision of Standard Operating Policies** – Wagner stated that the all policies pertaining to personnel now refer to Personnel Handbook. A motion made by Goddard to approve the revisions of Standard Operating Policies and 2<sup>nd</sup> by Goddard, motion passed unanimously.
- E. Review TWU Terms and Conditions of Service** – Wagner proposed that that a charge be approved to cover our labor if a customer requests to change the size of their service meter. A motion made by Baker to accept the changes to TWU Terms and Conditions of Service and add the service charge for meter change requests and 2<sup>nd</sup> by Goddard, motion passed unanimously.
- F. Review Service Charge** – Discussed under previous section.
- G. Review fence bids** – Wagner stated that bids were requested and two have been turned in, Carnahan White and Modern Fence. The fence will run from the Northeast end of the existing building around the property perimeter and terminate at the Northwest corner of the existing shop building.  
In addition to the outside fence, a section of fence would be built to divide the shop building in to equal north and south. The fire department and city will have access to the south portion building and W&S will utilize the north section. This will allow control access to our hand tools which current are accessible with no control of where they are. City employees can use but must check any tool out with the water department.  
Modern Fence will the low bidder at \$12,440. A motion made by Goddard to accept the low bidder as Modern Fence and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
- 7. COMMENTS FROM MANAGEMENT** – Wagner stated the shop site project and building expansion, has been discussed several times before the City Council that the TWU would be doing site work and segregating the equipment in the building. Alderman Penzo raised issue as to whether TWU had the authority to put a rollup door in the west side of the shop building. This door

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was required since there are three entities using the building, but there were only two garage doors to allow equipment access. Wagner also stated that there have been discussions about the excavated red dirt being given away instead of being sold. The ability to store excavated dirt on site was not possible since it would have taken many months or years to sell or give away the amount of dirt moved as required for construction and full utilization of the site for equipment storage of both city and TWU machinery. Wagner stated USI engineers had prepared a building spec bid packet which has been posted to the city website

## **8. COMMENTS FROM COMMISSIONERS –**

Zulpo stated that he felt Wagner had done a professional job and had efficiently managed the undertaking of the shop site renovation project. Brandt suggested that a motion be made to give Wagner a vote of confidence for everything he has done on the shop property. A motion made by Zulpo that the Commission is for the dirt work and remodel of the shop property and 2<sup>nd</sup> by Baker, motion passed unanimously.

Zulpo stated that Mr. Newman, the owner of property directly in front of the shop building, is interested in selling and would like someone to make an offer. Wagner provided the Commission with a spreadsheet that showed the list and prices of all property that front Hwy 412 in the city. The average price applied to Newman's property would be about \$92,000. Discussion occurred that currently both the police and water departments pay rent for their offices. Discussion occurred that it might be considered that this site would be suitable to locate an office to house water, and perhaps other departments (if needed), in the future. Zulpo asked if the Commission has authority to purchase land. Dossett stated that the W&S Commission has the power to purchase land.

A motion made by Baker to direct Commission Zulpo to approach Mr. Newman with an offer to purchase his land for \$100,000 and allow Newman ample time to move buildings he currently has on this site. Motion was 2<sup>nd</sup> by Zulpo, motion passed unanimously.

## **9. ADJOURN –** A motion made by Zulpo to adjourn and 2<sup>nd</sup> by Baker, motion passed unanimously.