

# TONTITOWN WATER & SEWER COMMISSION

## MEETING MINUTES 02-23-2010

1. **ROLL CALL** – Members present were Steve Gunderson, Bill Brandt, Mike Zulpo, and Gene Baker who arrived during review of minutes for 01-26-10. Larry Goddard was absent. Also present were Mick Wagner, Rebecca Bennett. Mark Dossett, W&S Attorney, and Britt Vance, USI Engineering.
2. **APPROVAL OF AGENDA** – A motion made by Brandt to approve the agenda as presented and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
3. **APPROVAL OF MINUTES FOR 01-26-10** – A motion made by Baker to approve the minutes as written and 2<sup>nd</sup> by Zulpo, motion passed unanimously.
4. **REVIEW FINANCIALS** – Wagner stated that everything is pretty much on budget as it is only the first month of the year. Gunderson inquired when Daniel McCormick would have the audit ready. Wagner stated that it is required that the audit be ready within one hundred and twenty days after the end of the year and McCormick has confirmed it will be ready by then.

### 5. OLD BUSINESS

- A. **Review sewer force main from Waste Management** – Dossett stated that the contract has been finalized.  
Wagner stated that it has been signed and returned.  
Vance stated that there are four easements that have to be approved. All easements will be sent with a letter stating what the project is for.  
All expense for this project will be reimbursed by Waste Management.  
Vance stated that Waste Management has seen the list of residents and totals. The easements will be ready to send by the end of the week.
- B. **Update on shop site project** – Wagner stated that I progress has went slowly the last 30 days due to the weather. Gas and water are connected back to the building. The sewer line and electric conduit have been installed. The dividing fence has been installed inside the building. The outside fence will be started on when it is dryer.  
Vance has applied to the State Highway Department for permits to continue the existing culvert so that the road can be widened. Cox has one pole to relocate service from.

### 6. NEW BUSINESS

- A. **Review Shop building extension bids** – Wagner stated that four bids were received, which Vance and Brandt have reviewed and listed as follows:  
SSI for \$53,797  
Gardisser Construction for \$42,000  
Construmarr, Inc. for \$37,000  
Don Peters Construction for \$53,745.

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Vance stated that he has talked to all the bidders. Construmarr, the low bidder, has been in business for 38 year and appears to be qualified, but references will be checked. Vance stated that the slab has to be designed for the building. The bid specifications were for strength not thickness. The contractor will have to have their design signed off on by an engineer. Wagner stated that Construmarr has done several large concrete projects in the area such as Crystal Bridges, Lady's razorback Stadium, and Rogers High School. A motion made by Brandt to award the bid to Construmarr contingent upon a satisfactory reference check by USI and 2<sup>nd</sup> by Zulpo, motion passed unanimously.

**B. Review Online Bill Pay** – Wagner stated that a new law, Act 642, is now in effect which allows the Water & Sewer Department to pay bills by electronic payment. Wagner gave a brief overview of the current procedure versus the bill.com procedure. The cost is \$15 per month, \$10 per approver, \$0.95 per check, and \$0.49 per e-transfer. The auditor has said he thinks this is a good idea and would provide even a better audit trail than what we do currently, since time stamp of when each approver takes action on every item. The option to print and manually sign a check is still available in special cases. A motion made by Brant to approve online bill pay and 2<sup>nd</sup> by Zulpo, motion passed unanimously.

**C. Review Regions Account Change** – Gunderson stated that Regions sent a letter of notification that they are making account changes related to investment of funds. This letter had a due date, so he signed it and it was sent back. Goddard looked over the letter and said it looks ok. A motion made by Brandt to ratify the signed Region's letter and 2<sup>nd</sup> by Zulpo, motion passed unanimously.

**D. Discuss Sam's Club Credit Card** – Wagner stated that the water department currently has a VISA. With Sam's Discover card, money can be earned when purchases are made. Discover also gives the option to directly download statement and transfer transactions into QuickBooks instead of manually entering them in, thus saving time. A motion made by Zulpo to approve the Sam's Club credit card and 2<sup>nd</sup> by Baker, motion passed unanimously.

**7. COMMENTS FROM MANAGEMENT** – Wagner stated that a couple of instances of non-accessible meters have occurred. Joe Fisher's meter on Leelynjean is behind a locked gate. The SOP states that if he doesn't fix this problem, the meter will be relocated at his expense.

Wagner stated that the backhoe's tires, brakes, pins and bushings have been replaced. These expenses totaled around \$2,700. Decision was made because although we only use for loading grit to bed lines but nobody wanted to drive it for safety reasons.

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Wagner stated that the bed removed from the new truck's bed was sold for \$1,750. The work bed is installed and the tool boxes are ready to be installed on the truck.

Wagner stated that Carroll has gotten with Washington County and a letter has been sent to WWA customers who have past due solid waste balances that their water would be water shut off pursuant act 195 of 2009. There currently is \$5,392 past due for solid waste service. Letters are to be sent to solid waste customers who are on well water. This letter will notify that small claims court actions will be filed by the city unless balance is paid.

Wagner stated that NACA is on schedule with the sewer project. The transmission line contractor for our line will be finished in June or July. Wagner mentioned the need to increase sewer rates because of falling sales tax revenues. The Commission can't raise the sewer rates; this has to be done by the City Council. Wagner recommended that we use a professional company to recommend rates for sewer; and suggested we use the same company as Rogers and Bentonville had recently used for this service. A motion made by Brandt to give Mick permission to research the rate study companies and report at the next W&S meeting and 2<sup>nd</sup> by Zulpo, motion passed unanimously.

Wagner stated that the Springdale water contract was extended until June 2010. The new contract may include a monthly meter connection fee.

8. **COMMENTS FROM COMMISSIONERS** – Zulpo stated that he spoke with Newman and offered \$100,000 for the land without the buildings. Newman is only interested in his storage buildings and is currently considering this offer.
9. **ADJOURN** – Gunderson adjourned the meeting.