

**MINUTES OF THE UTILITIES BOARD MEETING
OF THE
TOWN OF EAGAR, ARIZONA
May 5, 2008**

BOARD MEMBERS PRESENT: Steven Heap, Co-Chair – Citizen Member
Elwin Browning, Public Works Administrator
Milt Nelson, Water Utility and Wastewater Department
Rick Pinckard, Finance Administrator
Dennis Bigelow, Citizen Member
Bill Greenwood, Town Manager

GUESTS: Kim Holaway, Mayor Elect
Olen Segó, Citizen
Byron James, Arizona Department of Environmental
Quality

STAFF: Eva Wilson, Town Clerk
Stephanie Finch, Utility Billing Supervisor

1. CALL TO ORDER

Steven Heap called the meeting of the Utilities Board to order at 12:00 p.m.

2. CALL TO THE PUBLIC

2. Discussion and Consideration of Citizen Olen Segó's Request to Adjust Water Bill and/or Sewer Bill after a Water Leak

Mr. Segó stated the circumstances of his case asking that the Utilities Board make an adjustment on his water bill. He stated that three months of water bills amounted to double his normal usage due to a leak; that this additional water "usage" did not go through the sewer system.

Dennis Bigelow moved to reduce Mr. Segó's water bill by reducing each capital use, water and sewer, amount by \$7.00 for the months of January, February, and March 2008 for a total credit of \$42.00 to be adjusted on the next water bill. Milt Nelson seconded; all were in favor, motion carried.

1. Small Community Environmental Compliance Policy Presentation from Byron James of Arizona Department of Environmental Quality (ADEQ)

The Small Community Environmental is a compliance program/plan that allows ADEQ to waive up to 100% of violation penalty fees for small communities that participate in the plan. Eagar would be eligible under the population guidelines of 3,300 – 10,000. The Plan also helps small communities develop and maintain a management/training plan on the steps needed to keep in ADEQ compliance. To participate, the small communities

need only submit to ADEQ, a letter with an “explanation of need”, a self assessment, and develop a Small Community Environmental Plan to help maintain compliance (which is available in a template).

The Utilities Board asked that Milt Nelson continue to pursue the Town’s interest in participating in this program.

3. REVIEW OF MINUTES OF PREVIOUS MEETING

1. Approval of the March 2008 Minutes of the Utilities Board

Rick Pinckard moved to approve minutes of March 2008. Seconded by Dennis Bigelow; all were in favor, motion carried.

4. REPORTS

A. WATER DEPARTMENT REPORT

1. Current Projects and Estimated Costs

Rick Pinckard reported that the Town will be working under a WIFA loan to complete the line extension and hook up of the Kennedy Well for a total expenditure of \$91,173. It is hopeful that the Kennedy Well will be operational by the end of May.

The Butler Street Project is currently stopped at 4th Street to finish up the WIFA projects and then it will be completed up to 8th Street in the fall.

2. Projected Projects and Estimated Costs

Other WIFA Projects include the water line extension on Spanish Trail, and River Road to be completed this summer for a total expenditure of the two at \$283,283; and a water line extension on Burk Street (\$163,745), and 1st Street replacement (\$35,170) in the near future.

3. Discussion and Consideration of Clarification of “Other” \$2.00 Fee on Water Bill

Utility Billing Supervisor Stephanie Finch would like clarification on how trailer courts are to be billed the \$2.00 “Other” Fee; whether this is to be a flat rate per park, a fee per trailer space, or based on a seasonal fluctuation formula.

The Utilities Board instructed Ms. Finch and Mr. Pinckard to have a proposal for the Utilities Board at their next meeting.

It was also clarified that the \$2.00 “Other” Fee is to be administered 50/50 between the parks and cemetery revenues.

B. WASTEWATER DEPARTMENT REPORT

1. Current Projects and Estimated Costs

The current project that the Town will be working on is the Juniper Street extension that will run past Grassy Street and half way to 11th Lane.

2. Projected Projects and Estimated Costs

In 2009-2010 the Town will extend the 26 Bar line.

3. Discussion and Consideration of Wastewater Rates for Multiple Housing Units

The Utilities Board was in agreement of the three rate groups that include residential, multi-residential seasonal, and commercial low to high end users. The Board favored the flat rate per unit for the residential, however there was discussion regarding the multi-residential seasonal and commercial whether a flat rate per unit per month, or a formula basing the rate upon usage from the prior month should be used.

Rick Pinckard was instructed to experiment with some sample billing to find the appropriate rate to charge and bring back to next months' meeting.

C. PUBLIC WORKS / ADMINISTRATIVE FACILITY REPORT

1. Discussion and Consideration of the Golf Course Roads and Drainage

Elwin Browning reported that he spoke to Mr. Sloan and Mr. Bigelow and they did not have any experience with any type of fabric to restore the road. Their experience dictated that the road be dug down to the base, the clay removed, and drainage installed with a new base put down. Mr. Sloan stated that his son may have relevant information. Mr. Browning is awaiting this information.

D. OTHER DEPARTMENT REPORTS

1. Impact Fee Collection and Utilization History

Issuing of building permits has slowed down this past winter. Impact Fee collection from October 2007 has been \$7360 for water and \$9450 for sewer. The Impact Fee collection from June 2007 to date has been \$44,806. These funds will help to pay off WIFA loans, as well as current projects. The Utilities Budget is currently \$78,000 in the black.

5. NEXT MEETING

Next meeting will be held on Monday, June 2, at 12:00 p.m.

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6. ADJOURNMENT

Bill Greenwood moved to adjourn at 1:20 p.m. Elwin Browning seconded; all were in favor, meeting adjourned.

Co-Chair Steven Heap