

**MINUTES OF THE UTILITIES BOARD MEETING  
OF THE  
TOWN OF EAGAR, ARIZONA  
November 10, 2008**

**BOARD MEMBERS PRESENT:** Mayor Kim Holaway, Chairman  
Steven Heap, Vice-Chairman  
Bill Greenwood, Town Manager  
Dennis Bigelow, Citizen Member  
Elwin Browning, Public Works Administrator  
Katie Wood, Finance Administrator  
Milt Nelson, Water Utility and Wastewater  
Department

**STAFF:** Marion Wiltbank, Assistant Town Clerk

**1. CALL TO ORDER**

Mayor Kim Holaway called the meeting of the Utilities Board to order at 12:00 p.m.

**2. OPEN CALL TO THE PUBLIC**

Pursuant to public notice of the meeting, there was a call to the public. There was no public in attendance at the meeting.

**3. REVIEW OF MINUTES OF PREVIOUS MEETING**

**1. APPROVAL OF THE SEPTEMBER 8, 2008 MINUTES OF THE UTILITIES BOARD**

Dennis Bigelow moved to approve the minutes of September 8, 2008 with changes made: Second page first line – The deposit without sewer ~~or without~~ ~~water~~ is \$75.00; and 4<sup>th</sup> paragraph last line – problems like this the town should be consistent and spell it out so it can ~~be~~ always be used. Seconded by Bill Greenwood; all were in favor, motion carried.

**4. REPORTS**

**A. WATER DEPARTMENT REPORT**

**1. DISCUSSION AND CONSIDERATION OF MULTI-HOUSING UNITS.**

Katie Wood said that Resolution 2008-34 replaces Resolutions # 85-10 and Resolution No. 2001-1. In going over Resolutions for User Fees she found that Resolution No.2004-5 for Multi-family Housing and Trailer Courts was never put into action (enforced).

Mayor Kim Holaway said that it was too time intense for staff to go out each month and count how many units are occupied. Dennis Bigelow said that if we want a change we should ask council to rescind Resolution No. 2004-5 or enforce it. We need to make a recommendation one way or the other. Mrs. Wood asked if we wanted to base it off of usage instead of space? Bill Greenwood said he would meet with Bear Paw Park owners and other park owners and get their input. Steven Heap said it would make them feel better if they have input and just pick two or three owners. Katie Wood said that we have eight trailer parks. Mr. Greenwood said that he would work with Mrs. Wood on this and work up a solution by next meeting. This item is tabled till next meeting.

## 2. DISCUSSION AND CONSIDERATION OF INCREASE OF UTILITY TURN-ON FEES

Katie Wood said that what she needs from the Board is the definition of 'seasonal'. Most of the communities have a turn-on fee and turn-off fee. We don't charge a turn-off fee. Show Low charges per seasonal customer \$200.00.

Mayor Kim Holaway asked if our staff has to flush out the lines like Show Low does. Katie Wood said not per customer, but that we do flush out our lines.

Mayor Kim Holaway wanted a money figure when anyone has their meter turned off for the winter. Katie Wood said that other than the actual value of the water and the actual cost per gallon, we still read the meter, enter it into the book/computer and notify in case of leak. They are not adding anything into the pond and not using water. Dennis Bigelow said that they still receive services – police, fire, testing the water (ADEQ) and roads, etc... Mayor Holaway said there should be a way to figure how much per month minimum, if they left it on for 6 months at \$40.00 per month it would cost \$240.00 to turn it on for someone who turned it off for 6 months. Katie Wood said that the finance office would have to look at the account to turn it on, so that would not be a problem. A lot that are terminated are skips (leave without paying bill). It should be a set amount but don't charge the new renter the back amount. Elwin said to make the landlord responsible to keep the water/sewer bill paid, so if there are skips the landlord pay for it instead of us. Mrs. Wood said to do a Resolution that has in it that the amount will be charged to the landlord if the renter skips or the water is turned off for a few months between renters. Mrs.

Wood asked the Board what amount they wanted and she would write a resolution that says the amount would automatically be charged per month that the water is turned off and turned back on again. Mayor Holaway asked Elwin Browning to work with Katie Wood on the resolution for the amount to charge and the landlord is responsible for the turn off fee, and the length of time the water is turned off before it is turned on again to be automatically charged. This item is tabled till next meeting.

3. DISCUSSION AND CONSIDERATION OF WIFA LOAN PROJECTS

Bill Greenwood said that most of the listed WIFA projects the town had decided were not going to be done because of the economy. Kennedy Well is done. Elwin Browning said that if ADEQ demands the town has to do a project then we will have to do it. Right now Public Works is doing day-to-day projects. Mr. Greenwood said that the Town was being reactive and keeping things running. Mr. Browning said that some of the projects should be picked to be a little bit ahead. The Board will hold off on doing projects through WIFA Loans.

4. DISCUSSION AND CONSIDERATION OF PROJECTS BY PRIORITY

Elwin Browning said that the town has one sewer and one water line to finish and is waiting for permission from council to buy a hydrant. The cost to replace a hydrant is \$2,500. Mayor Kim Holaway said to put this item under impact fees, but to make council aware of it. Mr. Browning said that small replacement items we should keep a list of and keep them replaced for use on emergency repairs. Mayor Holaway said to work on impact fees and user fees moneys to do projects by priority.

Excused Steven Heap from meeting at 1:13 p.m.

**B. WASTEWATER DEPARTMENT REPORT**

1. DISCUSSION AND CONSIDERATION OF WASTEWATER RATES

Katie Wood said that the commercial charges are averaged on the 4 slowest months, with the formula that is in the town codebook. The problem is that the town is too specific in its Town Code book on Title 13. The cost of one page changed is \$147.00. It will cost a lot of money to change the code. If it was less specific we could change it through resolution. Bill Greenwood said to rewrite it with that formula out. Mayor Kim Holaway asked if the Board still wanted Mrs. Wood to change the code? See how much it would cost to change the code per page and taking items out and putting item in. Mrs. Wood will continue to make changes to Title 13 in the town code and bring it back to the Board.

2. DISCUSSION AND CONSIDERTION OF NEW SEWER HOOKUP ON GRASSY STREET FOR STEVE/LANA CRICK, NOT TO EXCEED \$10,000

Bill Greenwood said that Steve and Lana Crick have started a house up on Grassy Street and the pipe would cost around \$8,000 to \$9,000 to hook up one house but the fill in of more houses would make it a good investment for the town. The cost would come out of the impact fees collected. Mayor Kim Holaway said that preventing another septic tank would be a priority. Milt Nelson said to wait until he had a reply from ADEQ.

Bill Greenwood moved that the sewer line and hookup to Steve/Lana Cricks home on Grassy Street be installed using impact fee moneys. Seconded by Katie Wood and all were in favor and the motion carried.

3. DISCUSSION AND CONSIDERATION OF AQUIFER PROTECTION PERMIT/COMMITMENT LIST

Milt Nelson said that the town was told to go ahead with this project and now all these questions are being asked that haven't been asked before. That is why he sent this letter to ADEQ. Mr. Nelson will talk with Doug first about Grassy Street hookup. We can take in 300,000 gallons of sewer a day and right now we are only taking in 200,000 gallons a day.

**C. PUBLIC WORKS / ADMINISTRATIVE FACILITY REPORT**

1. DISCUSSION AND CONSIDERATION OF JULY THROUGH OCTOBER 2008 FINANCIAL REPORT

Katie Wood said that she removed the WIFA revenues and expenditures and the User Fees are set-aside in a savings account. Utility revenues are at 17% and they should be at 34%.

2. DISCUSSION AND CONSIDERATION REGARDING STATUS OF SAVINGS ACCOUNT FOR THE USER FEES (LGIP)

The LGIP account has \$85,438.90 in it. Part of this balance is for prior projects that we are making payments on.

Found that two resolutions regarding user fees were never put into action (enforced): Resolution No. 2004-5, regarding user fees for multi-family housing and trailer courts; and Resolution No. 2004-10, removing the \$10.00 cap for multi-family housing and trailer courts for user fees.

**D. OTHER DEPARTMENT REPORTS**

No other department reports at this time.

**5. NEXT MEETING**

Next meeting is scheduled for Monday, January 12, 2009 at 12:00 p.m.

**6. ADJOURNMENT**

Bill Greenwood moved to adjourn the meeting at 1:30 p.m. Dennis Bigelow seconded the motion; all were in favor and the motion carried.

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Chair Mayor Kim Holaway