

MINUTES
TOWN OF QUARTZSITE
465 N. PLYMOUTH AVENUE
SPECIAL MEETING
MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE
THURSDAY, DECEMBER 18, 2014 AT 9:00 AM

CALL TO ORDER:

The meeting was called to order by Chairman Dennis Dole at 9:18 a.m.

ROLL CALL OF THE BOARD:

Chairman: Dennis Dole, present
Committee Member: Richard Thompson, present
Committee Member: John (Jack) Brown, present
Committee Member: Starr Bearcat, present
Committee Member: Darrell Crooks, absent

Staff Present:

Rondus Bennett, Utilities Accountant; Miguel Castellanos, Deputy Town Clerk; Skylor Miller, Town Manager; Jeff Sorensen, Utilities Director.

Pledge of Allegiance:

Chairman Dennis Dole led the Pledge of Allegiance and all participated.

READING & APPROVAL OF MINUTES:

Miguel Castellanos read the minutes of the November 13, 2014 meeting aloud.

Chairman Dennis Dole corrected the final sentence in Report 1.

Committee Member John "Jack" Brown motioned to accept the minutes as amended and Committee Member Starr Bearcat seconded. The motion passed unanimously.

BUSINESS:

1. Discussion regarding the possible future expansion of the Town's sewer system.

Skylor Miller, Town Manager, explained that the plan for the sewer expansion has been delayed due to the pending lawsuit. This prohibits the Town from using loans and grants from the USDA. After the lawsuit is over the Town can break ground for the expansion. Jeff Sorensen, Utilities Director, talks about what the expansion project will improve and the possible money it will save the Town.

Chairman Dennis Dole asked if there is a timeline for the process of the expansion and how it will impact the town. Jeff Sorensen said there won't be an impact because they will be using the other facilities while they work on the expansion.

Chairman Dennis Dole asked how long will it take to review the rate structure and if the rates are fair, he also asked if the Mayor of the Town of Quartzite will lift his veto. Town Manager Skylor Miller responded by saying he cannot speak for the Mayor and there is not a timeframe for reviewing the rate structure.

Town Manager talked about expansion projects that have been affected by the veto, such as Scott Lane. Council Member Starr Bearcat asked if there is a schedule of sewer line improvements. Skylor Miller said there is not a schedule until the funds are available.

2. Discussion and possible action to set a future visit to the Central Arizona Project facility.

Committee Member Richard Thompson talked about three possible dates for the Central Arizona Project tour. The Town Manager asked about the goal of going to the CAP facility. Committee Member Richard Thompson explained the CAP Facility can inform them of future possibilities to improve the water for the Town of Quartzite. Skylor Miller recommended February 25 so that other staff may attend; and he asked if he may take over the scheduling of the tour. Committee Member Richard Thompson motioned to let Skylor Miller make arrangements for the CAP facility tour and Committee Member John "Jack" Brown seconded the motion. The motion passed unanimously.

3. Discussion and possible action to recommend to Council any suggestions regarding the Tyson Wash man holes.

Town Manager Miller talked about his concerns with what needs to be done for the manholes. Jeff Sorensen and Town Manager Miller offered a solution of a wire mesh to protect the manholes that would be easy to make and repair. Chairman Dennis Dole stepped out at 9:58 a.m. for a phone call. Committee Member Starr Bearcat motioned to have staff investigate further the gabion baskets through the engineers and report back to the MUAC Board. Committee Member John "Jack" Brown seconded and the motion passed unanimously.

REPORTS:

1. A report comparing water and wastewater income expectation and actual income.

Town Manager Miller reviewed the reports provided by Rondus Bennett, Utilities Accountant and Jeff Sorensen, Utilities Director. Chairman Dennis Dole returned to the meeting at 10:02 a.m. Town Manager Miller explained that the Water Department has used 31% of its budget in 5 months and Wastewater has used 31.6% of its budget in 5 months. Chairman Dennis Dole would like MUAC to receive an income report on a quarterly basis.

2. Water Loss Report.

Jeff Sorensen reviewed the water loss reports and commented the water loss is at a high average based on previous reports. Chairman Dennis Dole asked if the water loss is due to the Fire Department not reporting the fire hydrant usage. Jeff Sorensen said Town Manager Miller and himself are to meet with the Fire Chief to resolve the unreported water usage. Town Manager Miller said the numbers that are shown at the end of the report now are encouraging and should continue to stay at a low water loss.

ADJOURNMENT:

Committee Member Richard Thompson motioned to adjourn the meeting and Committee Member Starr Bearcat seconded. The motion passed unanimously.

Next Agenda Items:

1. *Report comparison of billing vs. expenditure.*
2. *Quarterly report.*
3. *Update on CAP visit.*
4. *Comment to the MUAC Board.*

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Meeting of December 18, 2014, of the Municipal Utility Administrative Committee of the Town of Quartzsite, Arizona, held on December 18, 2014.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this _____ day of _____ 2014.

Miguel Castellanos, Deputy Town Clerk
On behalf of the MUAC Board