

**MINUTES  
TOWN OF QUARTZSITE  
465 N. PLYMOUTH AVENUE  
REGULAR MEETING  
MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE  
WEDNESDAY, AUGUST 12, 2015 AT 10:00 AM**

**CALL TO ORDER:**

The Meeting was called to order at 10:00 am by Chairman Dennis Dole.

**PLEDGE OF ALLEGIANCE:**

The Pledge of Allegiance was said by all.

**ROLL CALL OF THE BOARD:**

Chairman: Dennis Dole – Present

Vice Chairman: Richard Thompson – Present

Member: Starr Bearcat – Arrived at 10:02

Member: John (Jack) Brown - Present

Member: Darrell Crooks - Present

Staff Present: Skylor Miller, Town Manager; Rondus Bennett, Utilities Account Manager; Oscar Cruz, Public Works Assistant Director; Miguel Castellanos, Deputy Town Clerk.

**READING & APPROVAL OF MINUTES:**

Committee Member John “Jack” Brown motioned to approve the minutes of May 28, 2015 and Vice Chairman Richard Thompson seconded the motion. The motion passed unanimously.

**BUSINESS:**

1. Discussion and Review of every water meter location of the Quartzsite Town Park, Celia’s Garden, and the Public Works shop.

Committee Member Starr Bearcat joined the meeting at 10:02 am.

Town Manager, Skylor Miller, stated the locations and types of meters for the Town Park and Celia’s Garden.

Chairman Dennis Dole asked if Celia’s Garden was metered separate of the Park. Town Manager Skylor Miller answered no it is metered with the Park’s meter.

Committee Member Starr Bearcat asked why it is not separated if it was developed as a non-profit.

Town Manager Skylor Miller explained Celia's Garden is not subsidized, it is metered and the Town bills itself for the usage.

Vice Chairman Richard Thompson asked if the revenue of the usage of Celia's Garden goes back into the Water Department.

Town Manager Skylor Miller answered the Town pays itself and is charged the same as anybody else.

Vice Chairman Richard Thompson asked about the Fire Department usage of fire hydrants. Town Manager Skylor Miller answered the Town does not bill the Fire Department for the water usage of putting out fires.

### **REPORTS:**

1. Quarterly and Yearly Water Loss Report presented by Rondus Bennett, Utilities Accountant.

Committee Starr Bearcat asked about having a negative amount of water loss in January.

Rondus Bennett, Utilities Account Manager, explained a few ways the water loss may show a negative amount.

Committee Member Starr asked if there is some confusion reading the meters and pumping from the wells.

Town Manager Skylor Miller described the different systems that are used for reading the meters and the methods in which the wells are pumped that can give different readings depending on which day the Water Department reads the meter.

Vice Chairman Richard Thompson explained the billing month is different than the month.

Rondus Bennett explained why the day for reading the meter may change depending on the month and projects the Water Department may be focused on.

Vice Chairman Richard Thompson asked if the meters are read automatically or if there is a physical read.

Town Manager Skylor Miller explained about how meters are read with a transponder that sends a signal to an employee.

Committee Member Starr Bearcat asked how the wells are read.

Oscar Cruz, Public Works Assistant Director described the meter at the wells and said the readings are recorded daily.

Chairman Dennis Dole asked what an acceptable water loss is.

Oscar Cruz and Rondus Bennett answered the committee 15% to 20% is the acceptable loss but the Water Department is aiming for 10%.

Oscar Cruz mentioned the Water Department has discovered hydrants that are bad.

Committee Member Starr Bearcat asked if the hydrants are usable. Oscar Cruz answered no and the Fire Department has been made aware of which hydrants are down.

Vice Chairman Richard Thompson explained the process and cost of searching for water loss variables and the Water Department has done a good job identifying them. He also asked if the lack of budget is holding back the maintenance of the fire hydrants.

Town Manager Skylor Miller answered the fire hydrants are a public safety and are already being repaired or are waiting for parts.

Town Manager Skylor Miller mentioned the Water Department has identified potential tampering, which would drive up water loss.

## 2. Quarterly and Yearly Financial Report presented by Rondus Bennett, Utilities Accountant.

Rondus Bennett, Utilities Account Manager, explained due to the rates changing in October of last year and not in July, the amounts would have been higher.

Chairman Dennis Dole asked about the red numbers in the report presented are the unrecovered revenue.

Rondus Bennett explained the red amount is a combination of unrecovered revenue and accounts that have been sent to collections.

Chairman Dennis Dole asked about the process of a write off.

Rondus Bennett explained the process of a write off and how the money gets put into the water and sewer revenue accounts.

Committee Member John "Jack" Brown asked is it possible to not have a payment for more than a month.

Town Manager Skylor Miller explained the Water Department is willing to work with anybody to do a payment plan when they are unable to pay for a period of time.

Vice Chairman Richard Thompson would like to discuss on the next meeting to going back to monthly meetings and expand on items for MUAC.

Committee Member Starr Bearcat requested for next meeting a map tracking ongoing leaks.

Chairman Dennis Dole announced the next regular MUAC meeting on Wednesday, October 14 at 10 am.

**ADJOURNMENT:**

Vice Chairman Richard Thompson motioned to adjourn the meeting at 11:00 am and Committee Member Starr Bearcat seconded the motion. The motion was unanimously passed

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Meeting of October 14, 2015, of the Municipal Utility Administrative Committee of the Town of Quartzsite, Arizona, held on October 14, 2015.

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

DATED this \_\_\_\_\_ day of \_\_\_\_\_ 2015.

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