

**MINUTES
TOWN OF QUARTZSITE
465 N. PLYMOUTH AVENUE
REGULAR MEETING
MUNICIPAL UTILITY ADMINISTRATIVE COMMITTEE
WEDNESDAY, APRIL 20, 2016 AT 10:00 AM**

CALL TO ORDER: 10:09 a.m.

Chairperson Richard Thompson called the meeting to order at 10:09 a.m.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was said by all.

ROLL CALL OF THE BOARD:

Chairperson: Richard Thompson - Present
Vice Chairperson: Starr Bearcat - Present
Committee Member: Dennis Dole - Absent
Committee Member: John (Jack) Brown - Absent
Committee Member: Darrell Crooks – Present

Staff present: Rondus Bennett, Utilities Accounts Manager; Miguel Castellanos, Deputy Town Clerk; Skylor Miller, Town Manager.

READING & APPROVAL OF MINUTES:

Vice Chairperson Starr Bearcat motioned to approve the minutes for the meeting of March 16, 2016 and Committee Member Darrell Crooks seconded the motion. The motion passed unanimously.

CALL TO THE PUBLIC:

No one spoke for the call to the public.

BUSINESS:

1. Discussion of Serviced Area Map.

Skylor Miller, Town Manager, presented the work staff had done on a map of serviced areas. He continued to inform the Committee about the uses of the new mapping software; such as being able to track which hydrants are need of repairing and where leaks occur.

Vice Chairperson Starr Bearcat asked if the Town had a way to check manholes to keep up with maintenance. Skylor Miller said the Town owns a camera that is made for looking inside the manholes.

Vice Chairperson Starr Bearcat said she was interested in having the mapping software include locations there had been leaks.

REPORTS:

1. Quarterly Water Loss Report presented by Rondus Bennett, Utility Accounts Manager.

Rondus Bennett, Utilities Accounts Manager, explained the water loss report to the Committee.

Chairperson Richard Thompson asked if there was an estimate of the water used by the fire department. Rondus Bennett and Skylor Miller answered they do not have an estimate but Skylor will be more active in getting some water usage reports from the chief of the fire department.

Vice Chairperson Starr Bearcat asked if the Mini General is included in the water loss report. Rondus Bennett said the Mini General is metered so it is not included in the water loss report.

2. Quarterly Financial Report presented by Rondus Bennett, Utility Accounts Manager.

Skylor Miller, Town Manager, explained the quarterly financial reports for water and wastewater. He told the Committee that both departments are doing well.

Skylor Miller mentioned this is the first time in at least 5 years the funds have been in the black, which means the Town has been spending money responsibly.

Vice Chairperson Starr Bearcat asked what happens when HURF is paid off. Skylor Miller answered there will be other necessities to pay such as the loans for expansion.

ADJOURNMENT: 11:08 a.m.

Vice Chairperson Starr Bearcat motioned to adjourn the meeting at 11:08 a.m. and Committee Member Darrell Crooks seconded the motion. The motion passed unanimously.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Meeting of April 20, 2016, of the Municipal Utility Administrative Committee of the Town of Quartzsite, Arizona, held on April 20, 2016.

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

DATED this _____ day of _____ 2016.

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

DRAFT