

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

CALL TO ORDER:

Chairperson Richard Thompson called the meeting to order at 10:00 a.m.

PLEDGE OF ALLEGIANCE:

Chairperson Richard Thompson led the Pledge of Allegiance.

ROLL CALL OF THE BOARD:

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

Staff Present: Miguel Castellanos, Deputy Town Clerk, Jim Ferguson, Town Manager; Oscar Cruz, Public Works Assistant Director; Rondus Bennett, Utility Accounts Manager.

READING & APPROVAL OF MINUTES:

Vice Chairperson Starr BearCat motioned to approve the minutes for the meeting of April 20, 2016 and Committee Member Darrell Crooks seconded the motion. The motion passed unanimously.

CALL TO THE PUBLIC:

Jim Ferguson, Interim Town Manager, introduced himself to the Committee.

BUSINESS:

1. Review of Town's Water Emergency Action Plan.

Oscar Cruz, Public Works Assistant Director, explained the Town's Water Emergency Action Plan is being worked on and would take time in order to have it completed.

Vice Chairperson Starr BearCat asked if staff could provide a rough draft of the plan.

2. Update of New Utilities Office Procedures and Utility Payment Methods.

Rondus Bennett, Utility Accounts Manager, explained that payments would be taken at the front counter however she would be available

Chairperson Richard Thompson asked if the applications and other documents will still be available at the front. Rondus Bennett answered that they will be in the same spot and she will be available for any questions also.

REPORTS:

1. Quarterly Water Loss Report presented by Oscar Cruz, Public Works Assistant Director.

Vice Chairperson Starr BearCat asked what had happened in May where there was a 27.97% water loss. Oscar Cruz, Public Works Assistant Director, said there was a water line break in the Arroyos.

Oscar Cruz said there would be another round of hydrant checks to keep the water loss as low as possible.

Chairperson Richard Thompson asked about the Fire Department turning in a water usage report. Rondus Bennett said she would try to get the Fire Department to turn in some reports for water usage.

2. Quarterly Financial Report presented by Oscar Cruz, Utility Accounts Manager. Rondus Bennett said that this is the first time in a long time that the Water and Wastewater Departments are in the black for the budget.

ADJOURNMENT:

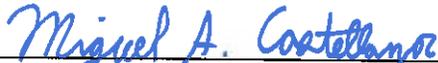
Vice Chairperson Starr BearCat motioned to adjourn the meeting at 10:35 a.m. and Committee Member Darrell Crooks seconded the motion. The motion passed unanimously.

CERTIFICATION:

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

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

DATED this 19 day of October 2016.



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