

# COUNCIL MEETING AGENDA

February 26, 2013

Members may attend in person or by telephone

Ed Foster, Mayor  
Michael Jewitt, Vice Mayor

Patricia Anderson  
Carol Kelley  
Pat Workman

Norma Crooks  
Mark Orgeron

**Quartzsite Town Hall  
Council Chambers  
465 North Plymouth Avenue  
Quartzsite, Arizona**

**Regular Meeting  
9:00 a.m.**

### ***SPEAKING TO THE COUNCIL***

*If you are interested in speaking to the Council during Public Hearings, Communications from Citizens, or other designated agenda items, you must fill out a speaker card (located on the table inside the front entrance to the Council Chambers) and deliver it to the Town Clerk prior to the convening of the meeting. Each individual will be limited to three (3) minutes for their remarks.*

*All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council Rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly, will be asked to leave.*

### ***CELL PHONES AND RECORDING DEVICES***

*As a courtesy to others please turn off or silence all cell phones or pagers. Reporters or others with recording devices need to be staged at the back of the public seating area.*

***The times listed for agenda items are estimated.  
Items may be discussed earlier or in a different sequence.***

<b>Est. Time</b>	<b>AGENDA ITEM</b>	<b>COUNCIL ACTION</b>
9:00	<b>CALL TO ORDER OF REGULAR MEETING</b>	
9:00 – 9:05	<b>INVOCATION AND PLEDGE OF ALLEGIANCE</b> <i>The invocation may be offered by a person of any religion, faith, belief or non-belief. Interested persons should contact the Clerk for further information.</i>	
9:05	<b>ROLL CALL</b>	
9:06 – 9:10	<b>APPROVAL/AMENDMENT OF AGENDA</b>	Discussion, possible action by MOTION.
	<b>PRESENTATIONS; PROCLAMATIONS</b>	
	None	

9:10 – 9:15		<p><b>CONSENT AGENDA</b></p> <p><i>All items listed below are considered consent calendar items and may be approved by a single motion unless removed at the request of Council for further discussion/action. Other items on the agenda may be added to the consent calendar and approved under a single motion.</i></p>	
	1.	<p><b>LEDGER OF ACCOUNTS PAID</b> – Consider approval of check series 35154-35224, totaling \$65,490.77</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	2.	<p><b>MINUTES</b> – Consider approval of the minutes of the Regular Meeting of February 12, 2013. Special Meeting February 14, 2013.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
	3.	<p>Approve Contract with Liquid Engineering Corporation to provide annual interior and exterior inspection and cleaning of the Town’s potable water storage tanks.</p>	Discussion; possible action by MOTION; may be acted upon with single motion.
		<p><b>ADMINISTRATIVE ITEMS</b></p> <p><i>Administrative items are for Council discussion and action. It is at the discretion of the majority of the Council regarding public input requests on any Administrative Item. Persons wishing to speak on an Administrative Item should complete a Request to Speak Form and indicate the Item they wish to address. Council may or may not accept public comment.</i></p>	
9:15 – 9:30	4.	<p>Review, discussion and possible approval of one-year employment contract between the Town and Laura Bruno as Town Manager.</p>	Discussion, possible action by MOTION
9:30 – 9:35	5.	<p>Consider the appointment of one regular member to the Health and Development Services Board with a term ending April 2015.</p>	Discussion, possible action by MOTION
9:35 – 9:50		<p><b>COMMUNICATIONS</b></p>	
	6.	<p>Report from members of the COUNCIL on current events.</p>	

	7.	Report from the TOWN Manager on current events.	
9:50 – 10:00		<p><b>COMMUNICATIONS FROM CITIZENS</b></p> <p><i>At this time, members of the public may comment on matters within the jurisdiction of the Town but not on the agenda. For the official record, individuals must state their name. <b>There is a 3 minute limit for each speaker.</b> The Council's response is limited to responding to criticism, asking staff to review a matter commented upon, or asking that a matter be put on a future agenda.</i></p>	
10:00	8.	<b>ADJOURN</b>	MOTION to adjourn.

**Certification of Posting**

The undersigned hereby certifies that a copy of the attached notice was duly posted at the following locations: Quartzsite Town Hall, 465 N. Plymouth Ave, Quartzsite, AZ, U.S. Post Office, 80 W. Main Street, Quartzsite, AZ and The Senior Center, 40 Moon Mountain Ave, Quartzsite, AZ, on the \_\_\_\_ day of \_\_\_\_\_, 2013, at \_\_\_\_ a.m./p.m. in accordance with the statement filed by the Town of Quartzsite with the Town Clerk, Town of Quartzsite.

By: \_\_\_\_\_, Town Clerk's Office.



## TOWN OF QUARTZSITE

---

### REGULAR COUNCIL MEETING

Tuesday, February 26, 2013

**Agenda Item #1**      **Ledger of Accounts Paid.**

**Summary:**                      The Quartzsite Town Council Procedure Policy states that at least once each month the Council shall review a list of all the bills paid, and may ask for clarification of any time.

The Procedure Policy also states the Council should designate the check numbers being approved.

**Responsible Person:**      Laura Bruno, Interim Town Manager

**Attachment:**                      Ledger of Accounts Paid: Check series 35154 - 35224

**Action Requested:**              Consider approval of the Ledger of Accounts Paid; Check series 35154 - 35224.

**Council Meeting of February 26, 2013  
Check Register/ Revenue/ Consent Agenda**

**Horizon Community Bank- Begin Ck# 35154 - 35224**

**Balances on all cash accounts as of February 21, 2013**

Checking Account	\$	\$2,273,738.26
LGIP Account	\$	685,604.40
WIFA Debt Reserve Account	\$	191,140.07

<b>Total Expensed Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>160,164.26</b>
<b>Total Payroll for Pay Period Ending 2/16/13</b>	<b>\$</b>	<b>94,673.49</b>
<b>YTD Total Revenue Dollar Amount for Consent Agenda</b>	<b>\$</b>	<b>904,467.76</b>
<b>YTD Total Sewer Sales Revenue as of 02/7/13</b>	<b>\$</b>	<b>442,652.25</b>
<b>YTD Total Sewer Cap Revenue as of 02/7/13</b>	<b>\$</b>	<b>16,377.23</b>
<b>YTD Total Water Sales Revenue as of 02/7/13</b>	<b>\$</b>	<b>425,208.70</b>
<b>YTD Total Water Cap Revenue as of 02/7/13</b>	<b>\$</b>	<b>20,229.58</b>

## Report Criteria:

Report type: GL detail  
Check Check Number = 35154-35224

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>35159</b>						
02/21/2013	35159	Community Development S	70.50-	Refund: Plumbing Permit	V 01-000-4210	70.50-
02/21/2013	35159	Community Development S	80.25-	Refund: Electrical Permit	V 01-000-4210	80.25-
Total 35159:			150.75-			
<b>35202</b>						
02/20/2013	35202	ADOT Project Reconciliatio	12,253.00	Inv#21388: Sinage & Beautificatio	03-220-5103	12,253.00
Total 35202:			12,253.00			
<b>35203</b>						
02/20/2013	35203	APS	1,090.51	Electric Service	03-220-5049	1,090.51
Total 35203:			1,090.51			
<b>35204</b>						
02/20/2013	35204	Arizona Rubber Co.	97.83	Inv#505726: Tire Repair Products	03-220-5047	97.83
Total 35204:			97.83			
<b>35205</b>						
02/20/2013	35205	Centerline Supply West	666.45	Inv#66009 Custom Signs	03-220-5028	666.45
02/20/2013	35205	Centerline Supply West	297.84	Inv#65959 Street Signs	03-220-5029	297.84
Total 35205:			964.29			
<b>35206</b>						
02/20/2013	35206	Curtis, Goodwin, Sullivan,	11,708.00	Inv#18247: RE: General	01-120-5072	11,708.00
02/20/2013	35206	Curtis, Goodwin, Sullivan,	1,121.67	Inv#18248: RE: J. Brannan v. Qtz	01-120-5072	1,121.67
02/20/2013	35206	Curtis, Goodwin, Sullivan,	7,714.50	Inv#18249: RE: J. Brannan v. Qtz	01-120-5072	7,714.50
02/20/2013	35206	Curtis, Goodwin, Sullivan,	462.00	Inv#18250: RE: J. Brannan v. Qtz-	01-120-5072	462.00
Total 35206:			21,006.17			
<b>35207</b>						
02/20/2013	35207	Cyle Johnson Electric	135.00	Inv#11294: Chk Operation of Light	01-180-5030	135.00
02/20/2013	35207	Cyle Johnson Electric	135.00	Inv#11294: Chk Operations of Lig	16-550-5030	135.00
Total 35207:			270.00			
<b>35208</b>						
02/20/2013	35208	DCFS USA, LLC	9,649.30	Inv#163288000 Pmt on Water Tru	03-220-5058	9,649.30
02/20/2013	35208	DCFS USA, LLC	847.70	Inv#163288000 Pmt on Water Tru	03-220-5057	847.70
Total 35208:			10,497.00			
<b>35209</b>						
02/20/2013	35209	Empire Southwest	65.79	Inv#EMPS3065570: 3/4x1-3/4 So	03-220-5060	65.79
Total 35209:			65.79			

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
<b>35210</b>						
02/20/2013	35210	Employers Direct Health	5.60	Aggregate Employer Insurance	01-110-5016	5.60
02/20/2013	35210	Employers Direct Health	8.80	Aggregate Employer Insurance	01-130-5016	8.80
02/20/2013	35210	Employers Direct Health	16.00	Aggregate Employer Insurance	01-135-5016	16.00
02/20/2013	35210	Employers Direct Health	89.60	Aggregate Employer Insurance	01-140-5016	89.60
02/20/2013	35210	Employers Direct Health	25.60	Aggregate Employer Insurance	01-150-5016	25.60
02/20/2013	35210	Employers Direct Health	10.00	Aggregate Employer Insurance	01-160-5016	10.00
02/20/2013	35210	Employers Direct Health	17.60	Aggregate Employer Insurance	01-170-5016	17.60
02/20/2013	35210	Employers Direct Health	9.60	Aggregate Employer Insurance	01-180-5016	9.60
02/20/2013	35210	Employers Direct Health	4.00	Aggregate Employer Insurance	01-185-5016	4.00
02/20/2013	35210	Employers Direct Health	2.00	Aggregate Employer Insurance	01-190-5016	2.00
02/20/2013	35210	Employers Direct Health	48.80	Aggregate Employer Insurance	03-220-5016	48.80
02/20/2013	35210	Employers Direct Health	12.00	Aggregate Employer Insurance	04-230-5016	12.00
02/20/2013	35210	Employers Direct Health	7.20	Aggregate Employer Insurance	14-181-5016	7.20
02/20/2013	35210	Employers Direct Health	25.60	Aggregate Employer Insurance	15-500-5016	25.60
02/20/2013	35210	Employers Direct Health	33.60	Aggregate Employer Insurance	16-550-5016	33.60
02/20/2013	35210	Employers Direct Health	4.00	Aggregate Employer Insurance	20-121-5016	4.00
Total 35210:			320.00			
<b>35211</b>						
02/20/2013	35211	GovDeals, Inc.	150.00	Acct#310: Fee for the Sale of Chi	03-220-5035	150.00
Total 35211:			150.00			
<b>35212</b>						
02/20/2013	35212	IAPE	63.85	Inv#104174: Evidence Book for Q	01-140-5022	63.85
Total 35212:			63.85			
<b>35213</b>						
02/20/2013	35213	LaFontaine, Jon & Carina	2.72	Refund: Overpayment on Final Bill	99-000-1075	2.72
Total 35213:			2.72			
<b>35214</b>						
02/20/2013	35214	Lawrence C. King	4,882.96	Inv#2013-004: Interim Magistrate	01-150-5032	4,882.96
Total 35214:			4,882.96			
<b>35215</b>						
02/20/2013	35215	Legend Technical Services	58.50	Inv#1302012 Monthly WWTP Sa	15-500-5039	58.50
02/20/2013	35215	Legend Technical Services	961.20	Inv#130235 Semi-Annual WWTP	15-500-5039	961.20
02/20/2013	35215	Legend Technical Services	46.80	Inv#1302097: Drinking Water Anal	16-550-5039	46.80
02/20/2013	35215	Legend Technical Services	209.70	Inv#1302238: Monthly APP/AZPD	15-500-5039	209.70
Total 35215:			1,276.20			
<b>35216</b>						
02/20/2013	35216	Lew Parrish	61.29	Refund: Account Closed with Cre	99-000-1075	61.29
Total 35216:			61.29			
<b>35217</b>						
02/20/2013	35217	Northern Safety Co.	62.46	4 First Aid Kits for Transit Vehicle	04-230-5060	62.46

Check Issue Date	Check Number	Payee	Invoice Amount	Description	Invoice GL Account	Amount
Total 35217:			62.46			
<b>35218</b>						
02/20/2013	35218	Quill Corporation	32.45	Office Supplies: Sharpies & Pens	03-220-5022	32.45
02/20/2013	35218	Quill Corporation	49.40	Office Supplies: Ink Crtgd for QPD	01-140-5021	49.40
02/20/2013	35218	Quill Corporation	431.88	Office Supplies for Magistrate Cou	01-150-5021	431.88
Total 35218:			513.73			
<b>35219</b>						
02/20/2013	35219	Ridenour, Hienton & Lewis	5,644.75	Inv#67023: Re: Judge Lawrence	01-150-5085	5,644.75
Total 35219:			5,644.75			
<b>35220</b>						
02/20/2013	35220	State of Arizona - ADEQ	2,452.49	Inv#69115: Annual Sampling Fee	15-500-5051	2,452.49
Total 35220:			2,452.49			
<b>35221</b>						
02/20/2013	35221	TDS Telecom	347.31	Telephone Service	01-130-5041	347.31
02/20/2013	35221	TDS Telecom	348.16	Telephone Service	01-140-5041	348.16
02/20/2013	35221	TDS Telecom	204.55	Telephone Service	01-150-5041	204.55
02/20/2013	35221	TDS Telecom	59.84	Telephone Service	01-160-5041	59.84
02/20/2013	35221	TDS Telecom	236.63	Telephone Service	01-170-5041	236.63
02/20/2013	35221	TDS Telecom	167.75	Telephone Service	03-220-5041	167.75
02/20/2013	35221	TDS Telecom	228.68	Telephone Service	15-500-5041	228.68
02/20/2013	35221	TDS Telecom	173.70	Telephone Service	16-550-5041	173.70
Total 35221:			1,766.62			
<b>35222</b>						
02/20/2013	35222	V & V Manufacturing, Inc	470.50	Inv#37210: QPD Badge Changes/	30-209-5040	470.50
02/20/2013	35222	V & V Manufacturing, Inc	118.95	Inv#37211: QPD Badge	30-209-5040	118.95
Total 35222:			589.45			
<b>35223</b>						
02/20/2013	35223	West Coast Equipment, Inc	1,308.91	Inv#33707: 2- Tube Kick Brooms f	03-220-5040	1,308.91
Total 35223:			1,308.91			
Grand Totals:			65,189.27			
Grand Totals:			65,490.77	65,490.77-		.00

Report Criteria:

Report type: GL detail

Check.Check Number = 35154-35224

---



## TOWN OF QUARTZSITE

---

### REGULAR COUNCIL MEETING

Tuesday, February 26, 2013

#### Agenda Item #2

#### Minutes

#### Summary:

The Town Clerk shall keep the minutes of all meetings of the Common Council. Upon approval by the Council, the Clerk shall enter the approved minutes in a book constituting the official record of the Council.

#### Responsible Person:

Terry Frausto, Town Clerk

#### Attachment:

Minutes for February 12, 2013 Regular Meeting  
Minutes for February 15, 2013 Special Meeting.

#### Action Requested:

Consider approval of the Minutes of the Regular Meeting of February 12, 2013, and the Special Meeting of February 15, 2013.

**MINUTES  
TOWN OF QUARTZSITE  
465 N. PLYMOUTH AVENUE  
QUARTZSITE, ARIZONA  
REGULAR MEETING OF THE COMMON COUNCIL  
TUESDAY, FEBRUARY 12, 2013 9:00 AM**

**CALL TO ORDER:**

**Mayor Foster**

**INVOCATION**

by Shanana Rain Golden Bear

**PLEDGE OF ALLEGIANCE:**

Led by Mayor Foster, said by all

**ROLL CALL:**

**Present: Mayor Foster, Vice Mayor Jewitt, Council Member Anderson, Council Member Kelley, Council Member Crooks, Council Member Workman, Council Member Orgeron.**

**STAFF PRESENT:**

Interim Town Manager Laura Bruno, Town Clerk Terry Frausto, Acting Council Dave Ward.

**APPROVAL/AMENDMENT OF AGENDA:**

**Motion: Approve as written, Action: Approve, Moved by Vice Mayor Jewitt, Seconded by Council Member Anderson.**

**Motion passed unanimously.**

**CONSENT AGENDA**

1. Ledger of Accounts Paid – Consider approval of the checks series 35054- 35153, totaling \$154,696.95.
2. Minutes – Consider approval of the minutes of the Regular Meeting of January 22, 2013. Special Meetings January 28, 2013, February 4, 2013, and February 6, 2013.

**Motion:** Motion to accept consent agenda as written and then he ask for it to be amended that the signature line for the February 6, 2013 meeting be for the Vice Mayor because the Mayor wasn't present during the meeting, **Action:** Amend, **Moved by** Vice Mayor Jewitt, **Seconded by** Council Member Crooks.

Motion passed unanimously.

**ADMINISTRATIVE ITEMS:**

3. Review, discussion and possible direction regarding existing Boards, Committees and Commissions created by the Town Council.

Interim Town Manager Laura Bruno explained the situations with the Boards and Committees and suggested some of the changes that need to be made to the ordinances and resolutions

**Motion:** to review, discussion and possible direction regarding existing Boards, Committees and Commissions created by the Town Council., **Action:** Approve, **Moved by** Council Member Anderson, **Seconded by** Council Member Crooks.

Vice Mayor Jewitt asked that we have one term for all the boards and commissions.  
Council Member Orgeron suggested a work session where they can bring forth these ordinances and resolutions.

Attorney Ward spoke on other municipalities and how they form their ordinances for the Boards.

**Motion:** to direct staff to have a work session and for the Council and community to discuss this ordinances and structures of the boards and commissions **Action:** Approve, **Moved by** Mayor Foster, **Seconded by** Council Member Kelley.

**Motion:** Motion to open for public session, **Action:** Approve, **Moved by** Vice Mayor Jewitt, Council Member Orgeron **seconded**.  
Motion passed unanimously.

Shaneen Bergette spoke on the subject.

Shanana Rain Golden Bear spoke on the subject.

Sally Ford spoke on the subject.

Marilyn McFate spoke on the subject

Vice Mayor stated that some research be done on whether we need a Board of Adjustment or if the Council serves as the Board of Adjustment.

Mayor Foster made statement on the amount of education these Boards and if we make sure that they get it.

Council Member Anderson stated that we need these boards and the volenteers

Vice Mayor Jewitt stated we need more notice to the public of when these boards are meeting.

Skip Gallup spoke on the subject.

Council Member Anderson stated when we have these work sessions please everyone come to the sessions.

**Call for the vote** all in favor

**Call to the public:**

Violet Kiss stated that the Council never voted on item 3. They made the motions and had discussion and never voted.

There was a withdrawal on the first motion on item 3 by Council member Anderson and a withdrawal of second on that motion by Council Member Crooks.

**ADJOURNMENT:**

10:00 AM

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting held on February 12, 2013, of the Town Council of Quartzsite, Arizona.

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

DATED this 26<sup>th</sup> day of February, 2013

---

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

---

Ed Foster, Mayor

**MINUTES  
TOWN OF QUARTZSITE  
465 N. PLYMOUTH AVENUE  
QUARTZSITE, ARIZONA  
SPECIAL MEETING OF THE COMMON COUNCIL  
WEDNESDAY, FEBRUARY 15, 2013 1:00 PM**

**CALL TO ORDER:** 1:00 pm

Mayor Foster

**INVOCATION:**

No invocation

**PLEDGE OF ALLEGIANCE:**

Led by Mayor said by all

**ROLL CALL:**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Workman, Council Member Orgeron.

**Absent:** Council Member Anderson.

**APPROVAL/AMENDMENT OF AGENDA:**

Motion: Motion to accept as written, Action: Approve, Moved by Vice Mayor Jewitt, Seconded by Council Member Crooks.

Motion passed unanimously.

**NEW BUSINESS:**

- 1. An executive session pursuant to ARS 38-431.03(A)(4) for discussion or consultation with the Defense Counsel in order to consider its position and instruct Defense Counsel regarding the Town's position regarding settlement discussions conducted in order to resolve pending litigation in the matter of Karen Norris v. Town of Quartzsite.**

Motion: An executive session pursuant to ARS 38-431.03(A)(4) for discussion or consultation with the Defense Counsel in order to consider its position and instruct Defense Counsel regarding the Town's position regarding settlement discussions conducted in order to resolve pending litigation in the matter of Karen Norris v. Town of Quartzsite., Action: Approve, Moved by Vice Mayor Jewitt, Seconded by Council Member Kelley.

Motion passed unanimously.

**Executive Session 1:04 pm**

**Reconvene:**

1:25 pm

**Roll Call.**

**Present:** Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Workman, Council Member Orgeron.

**Absent:** Council Member Anderson.

**ADJOURNMENT:**1:25 pm

**CERTIFICATION:**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting held February 15, 2013, of the Town Council of Quartzsite, Arizona.

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

DATED this 27<sup>th</sup> day of February, 2013

---

Terry Frausto, Town Clerk

On behalf of the Common Council

Approved:

---

Ed Foster, Mayor



## TOWN OF QUARTZSITE

---

### REGULAR COUNCIL MEETING

Tuesday, February 26, 2013

**Agenda Item #3**      **Approve Contract with Liquid Engineering Corporation to provide annual interior and exterior inspection and cleaning of the Town's potable water storage tanks.**

**Summary:**      The Town is required to conduct annual inspections and cleaning of its four potable water storage tanks to ensure proper operation. Annual service includes:

1. Interior and exterior inspections for structural, sanitary, safety, security and any installed coating conditions.
2. Cleaning includes removal of accumulated bottom sediment.

Inspection and cleaning is performed by certified dive maintenance technicians, using underwater cameras and vacuums.

Cost for inspection and cleaning services: \$8,000  
Cost for additional electrolysis inspection: \$500

**Responsible Person:**      Rob Troxler, Utilities Director

**Attachment:**      Scope of work proposal for in-service cleaning and inspection of potable water storage tanks.

**Action Requested:**      Approve contract for annual inspection and cleaning services.



Fax – (406) 651-0120

**Proposal Number**  
**44841**

Please reference the Proposal  
Number above on all Purchase  
Orders issued.

## Scope of Work - In-Service Clean & Inspect

This Potable Water System Proposal is made this date, by and between **Town of Quartzsite** of the state of **Arizona**, (hereinafter "Client") and **Liquid Engineering Corporation, of Billings, MT**, (hereinafter "LEC"). LEC will provide all labor, specialty equipment and insurance to professionally evaluate your facilities.

### In-Service Inspection

Interior and exterior inspections will review structural, sanitary, safety, security and any installed coating conditions. Reporting will be provided based on water tank inspection criteria, referencing applicable OSHA, EPA, AWWA, TCEQ and NFPA requirements. Minimum items examined will include ladders, shell, roof, vent, manways, welds, seams, foundation, anchors, safety systems, hatches, external overflow and plumbing.

Underwater interior video documentation will be completed with real-time closed circuit high-resolution color underwater video equipment. All pertinent findings will be recorded on DVD format (including dive maintenance technician's findings and narrative summary).

Services will include detailed interior video documentation of the potable water tank(s) / clearwell(s) as described on page two (2).

**Underwater Operations** – All Dive Maintenance Technicians and associated in-tank equipment are fully disinfected in accordance with AWWA Standard C652-02. All system entries will be conducted in accordance with applicable OSHA regulations pertaining to Diving and Confined Space; including 1910.401 thru 1910.441. Specialty equipment may include but is not limited to; appropriate OSHA climbing and personal fall protection, AWWA and ADC approved commercial diving equipment dedicated to in-service potable water operations.

### In-Service Cleaning

In-service removal of accumulated bottom sediment is accomplished using LEC's proprietary HydroDyne™ cleaning equipment. Normal cleaning prices provided include removal of sediment accumulations up to the first three inches (3") in depth or cubic yards given on reservoir information breakout.<sup>1</sup> Material that cannot be vacuumed with LEC's HydroDyne™ (e.g., concrete, gravel, misc. materials or compact sediment requiring the use of a hand nozzle), is considered debris. Cleaning includes up to one hour of debris removal per tank at no additional charge.<sup>2</sup>

For normal cleaning operations client shall make available an approved discharge location (sewer, cofferdam, etc.) within 300' of the reservoir access hatch. (Site-specific discharge recommendations can be provided by LEC upon request).

### Deliverable – Prioritization Schedule

The deliverable provided on site will consist of LEC's on site report, summary recommendations and Immediate Needs Assessment™, which documents discrepancies that require urgent action, and is supplemented by the interior DVD documentation.

If requested, within approximately 45 days of completion of the onsite work, LEC's formal report will be delivered. This additional documentation will include a comprehensive listing of all discrepancies found, with corresponding photos and recommendations provided by LEC's specialists. Any cost estimates provided are estimated based on services provided by LEC and its specialists. This report will be delivered in the form of a digital PDF document. If a bound hard copy is requested, additional costs may apply. Costs for this bound report, without a professional engineers stamp are given on page 3. If necessary, reports can be signed and stamped by a licensed professional engineer for an additional charge.

<p><b>Proposal Number</b> <b>44841</b></p> <p>Please reference the Proposal Number above on all Purchase Orders issued.</p>
---

**Assumptions** - Based upon information obtained via the systems interview conducted for your facility, the following assumptions were made. Should conditions vary from those stated, additional charges could apply.

- Prior to arrival, and during underwater operations, water level in tanks/clearwells to remain full.<sup>3</sup>
- Client's Point-of-Contact will be available for access, as well as authorization of any additional requested work.
- Facilities are accessible with LEC's standard truck/trailer combo (overall length – Crew Cab = 23' / Trailer = 22').<sup>4</sup>
- Access into tanks/clearwells are sufficient for man entry (i.e. 24" dia), with no obstructions in the hatchway.
- Exterior inspections will be performed from the ground, installed ladders, and exterior roof while utilizing installed ANSI & OSHA-certified personal fall protection equipment, without additional scaffolding or rigging.
- There are no special discharge requirements (i.e. long distances / permits).

**Miscellaneous**

All services provided by LEC will be completed in a professional workmanlike manner according to the Terms and Conditions of this Proposal. Any alteration or deviation from the Terms and Conditions of this Proposal, or additional services, involving additional costs, will be completed only upon written authorization by Client or Client's Authorized Representative.

This Proposal is contingent upon weather, delays or other matters beyond LEC's control. Client will carry fire, tornado, and other necessary insurance. LEC will provide all other required insurance coverage, including, but not limited to, General Liability, Employer Liability and Workmen's Compensation Insurance during all operations (certificate of insurance available upon request).

**Reservoir Information**

<u>Tank</u>	<u>Capacity</u>	<u>Dimensions</u>	<u>Type</u>	<u>Cubic Yards Included</u>
No. 1	500,000	24' high x 60' dia	Steel bolted – o/g	25.5 (3 inches)
No. 2	500,000	24' high x 60' dia	Steel bolted – o/g	25.5 (3 inches)
No. 3	500,000	24' high x 60' dia	Steel bolted – o/g	25.5 (3 inches)
No. 4	300,000	24' high x 46' dia	Steel welded – o/g	15 (3 inches)



<b>Proposal Number</b> <b>44841</b> Please reference the Proposal Number above on all Purchase Orders issued.
---

<b>Costing</b>	
Cleaning / Inspection & On-Site Reporting Sub-Total	\$ 8,860.00
Community Discount (If all work is completed with other locally scheduled work)	-\$ 740.00
<b>Total Price for Cleaning / Inspection &amp; On-Site Reporting (after discount)</b>	<b>\$ 8,000.00</b>

*Pricing above does not include Local, State or Franchise Taxes - if any.*

**RIDERS – Additionally Requested Services**

(Billed upon completion, as necessary and requested)	Initial
<b>Digital Formal Report (As described on page 1 of proposal) (This is a per tank cost)</b>	<b>\$ 275.00 / tank</b>

*Pricing above does not include Local, State or Franchise Taxes - if any.*

*(Prior written approval will be obtained from Client's Authorized Representative for any additional charges outside the Scope described herein).*

1. Bottom sediment in excess of three inches or cubic yards stated above will be removed at \$42.00 per cubic yard.
2. Debris removal in excess of one hour per tank will be charged at a rate of \$425.00 per hour
3. Unscheduled delays, which are a direct result of the utility's obligations (i.e. access and water level), may incur standby charges.
4. Access requiring portable set-up (i.e. truck only), will incur an additional setup/tear-down charge.

This Proposal, when executed by both parties, shall constitute a binding agreement between the parties. The persons signing on behalf of Client and LEC hereby represent and certify that they are fully empowered to bind the respective parties to this Contract. Client acknowledges that payment is due and payable **Net 30 upon completion of on site work**. Progress billing will be applied on any contract whose duration is longer than ten (10) days. A finance charge on past-due accounts is computed at a periodic rate of 1.5% per month, which is an annual percentage rate of 18%.

In the event Liquid Engineering Corporation is required to bring suit to enforce its rights under this Agreement, to collect any and all payments due and owing under this Agreement, or to otherwise determine, protect or enforce its rights and remedies under the Agreement or at law or equity, Liquid Engineering Corporation will be entitled to recover from the client its reasonable attorney's fees, expert fees, costs and expenses incurred in connection therewith.

**Town of Quartzsite**  
 P. O. Box 2812  
 Quartzsite, AZ 85346

**LIQUID ENGINEERING CORPORATION**  
 P.O. Box 80230  
 Billings, MT 59108  
 (800) 438-2187 Voice / (406) 651-0120 Fax

Accepted & Agreed per Costing Breakdown  
Attached hereto and by Reference Included herein

By: \_\_\_\_\_

By:  - Fred Muller

Title: \_\_\_\_\_

Title: **Vice President - Operations**

Date: \_\_\_\_\_

Date: **February 6, 2013**

Note: This proposal may be withdrawn if not accepted within 90 days from the above LEC signature date.



## TOWN OF QUARTZSITE

---

### REGULAR COUNCIL MEETING

Tuesday, February 26, 2013

**Agenda Item #4**      **Review, discussion and possible approval of one-year employment contract between the Town and Laura Bruno as Town Manager.**

**Summary:**      On September 12, 2012, the Council appointed an Interim Town Manager for a period of six months.

The proposed employment contract with Laura Bruno as Town Manager includes the following terms:

- ◆ One year contract, for the period March 12, 2013 to March 11, 2014.
- ◆ Thirty days' notice to terminate contract.
- ◆ Compensation package to remain the same as provided to the Interim Town Manager.

**Responsible Person:**      Michael Jewitt, Vice Mayor

**Attachment:**      Proposed employment agreement

**Action Requested:**      Approve proposed one-year employment contract with Laura Bruno as Town Manager.

## EMPLOYMENT AGREEMENT

This EMPLOYMENT AGREEMENT ("Agreement") is entered into this 26th day of February, 2013 between the Town of Quartzsite ("Town") and Laura Bruno ("Bruno") under the following terms, conditions and obligations.

In consideration of the mutual covenants contained herein, the Parties agree as follows:

1. EMPLOYMENT AND DUTIES.

1.1 Town employs Bruno as Town Manager and Bruno accepts said employment subject to the terms and conditions of this Agreement, Section 3-2-1 of the Town Code ("Town Code"), and to the supervision and direction of the Common Council of Town ("Town Council"). Bruno shall carry out the duties set forth in Section 3-2-1 of the Town Code, comply with applicable laws of the State of Arizona and perform such other legally permissible administrative and executive duties as required by her position or assigned to her by Town Council.

1.2 Bruno shall be an exempt employee under the Fair Labor Standards Act and is therefore not eligible for overtime.

2. TERM; TERMINATION.

This Agreement commences on March 12, 2013 and shall terminate on March 11, 2014 unless sooner terminated as provided herein. Bruno, as Town Manager serves at the pleasure of the Town Council and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the Town Council to terminate the services of Bruno as Town Manager, with or without cause by giving thirty (30) days' written notice to Bruno. Bruno may terminate this contract with or without cause by giving thirty (30) days' written notice to the Town Clerk.

3. COMPENSATION AND BENEFITS.

Town shall pay Bruno a bi-weekly salary of \$3,706.00.

4. ENTIRE AGREEMENT. This Agreement contains the entire agreement between the parties and shall be governed by and construed in accordance with the laws of the State of Arizona.

5. CONFLICT OF INTEREST. This Agreement may be terminated pursuant to ARS Section 38-511.

Approved by the Common Council for  
The Town of Quartzsite by Majority  
Vote this \_\_\_\_ day of February, 2013.

TOWN OF QUARTZSITE

TOWN MANAGER

\_\_\_\_\_  
On behalf of the Common Council

\_\_\_\_\_  
Laura Bruno

ATTEST:

\_\_\_\_\_  
Town Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Town Attorney



## TOWN OF QUARTZSITE

---

### REGULAR COUNCIL MEETING

Tuesday, February 26, 2013

**Agenda Item #5**                    **Consider the appointment of one regular member to the Health and Development Services Board with a term ending April 2015.**

**Summary:**                    The Health and Development Services Board conducts public hearings, forums, seminars regarding public health needs and development of the Town; recommends funding for non-profit agencies; assists in development of health care needs and services; and makes recommendations regarding the Town's transit system.

The Board consists of 7 members. Member terms are for a period of three years, with the terms staggered such that the terms of no more than three members shall expire in any one year.

Due to the resignation of Board member Beth Praast, one seat is now open; the term for that seat will not expire until April 2015. The Board recommends the appointment of Carolyn Guthrie to fulfill the remainder of the unexpired term.

**Responsible Person:**    Terry Frausto, Town Clerk

**Attachment:**                    Roster of Planning and Zoning Commission Members/Seats

**Action Requested:**        Appoint Carolyn Guthrie to the Health and Development Services Board, with a term to expire April 2015.

**MINUTES**  
**TOWN OF QUARTZSITE**  
**HEALTH & DEVELOPMENT SERVICES MUNICIPAL BOARD**  
**REGULAR MEETING**  
TUESDAY, FEBRUARY 12, 2013 at 4:00 PM

**CALL TO ORDER:** 3:58 PM by Vice Chairperson Sally Ford.

**ROLL CALL:**

Chairperson Beverly Cunningham, Vice Chairperson Sally Ford, Board Member Denise Florian, Board Member John "Skip" Gallup, Board Member Suzan Fonda

Guests: Floyd Anderson, Patricia Anderson, Shanana Rain GoldenBear

Staff: Tina Abriani

**APPROVAL OF MINUTES:**

January 8, 2013

Suzan Fonda moved to approve the minutes of the Regular Meeting held on January 8, 2013 and Skip Gallup seconded the motion. Call for vote - all in favor, Motion Passed.

**ANNOUNCEMENTS:**

A handout from Beth Praast, Acting Director of the Town of Quartzsite's Community Development Services, was distributed to all. It listed several new Internet domain names links that Beth had recently purchased. The handout states that her intention is to build websites, blogs and tweets for the betterment, promotion of positive thinking and attitudes, growth and progress of Quartzsite. All of the websites listed link to each other as well as other positive websites that promote the town in a positive way.

Rain announced that the Desert Messenger is linked to a new social media called Rebel Mouse. Go to [rebelmouse.com/quartzsite.us](http://rebelmouse.com/quartzsite.us) to see how Rebel Mouse combines current feeds from Desert Messenger's Facebook, Twitter YouTube and other social media websites.

Rain named Grants Pass Oregon's website as something everyone should check out to help with ideas for the Town's website. ([grantspassoregon.gov](http://grantspassoregon.gov))

**CALL TO THE PUBLIC:**

No response.

**REPORTS:**

A memo from Beth Praast regarding the Volunteer Appreciation Luncheon was distributed to all in attendance. It was mentioned that next year the Town might possibly invite the show owners and vendor spot salesmen to the next Vendor Board meeting to review the survey responses that were turned in at the luncheon.

**NEW BUSINESS:**

1. Discussion regarding the Assisted Living Facility's timeline for opening - tabled from Jan. 8<sup>th</sup>'s meeting.

Beverly spoke to Beth to learn of any news on the matter. The project has received all of its funding and is in process. It is hoped that ground-breaking will be within 60-90 days.

2. Discussion regarding the Quarterly Reports for the Quartzsite Senior Center, the Quartzsite Chamber of Commerce and the Quartzsite Historical Society - tabled from Jan. 8<sup>th</sup>'s meeting.

Beverly advised that, up until meeting time, only the Historical Society had turned in the Quarterly Report as required by ordinance. Beverly went on to say that she did call the Chamber of Commerce and the Senior Center to remind them of the requirement.

3. Possible action on John "Skip" Gallup's resignation letter submitted at the Regular Meeting of January 8, 2013.

This Item was moved to exchange places with New Business Item #5.

Suzan Fonda moved to accept the resignation of Skip Gallup and Beverly Cunningham seconded the motion. The vote was all in favor.

4. Discussion and vote for Special Vendor Appreciation Award and possible changes for next year.

Skip Gallup moved to make K B Tools the winner and Suzan Fonda seconded the motion. It was discussed that the owners should be invited to the March meeting of the H & D Board.

5. Discussion and possible action to recommend Carolyn Guthrie as an H & D Board Member.

This Item was moved to exchange places with New Business Item #3.

Skip Gallup moved to approve Carolyn Guthrie as an H & D Board Member and Suzan Fonda seconded it. The vote was all in favor to have Carolyn Guthrie recommended to Town Council for H & D Board Member placement.

### **OLD BUSINESS:**

1. Discussion and possible action regarding the La Paz County Fair participation as relates to the design for the set-up and the manning of the booth.

Beverly said she had the sign-up sheet filled except for one three-hour slot on Saturday, March 16, 2013's morning coverage and two on Sunday, March 17, 2013. The theme is 'Country Pride County Wide. The back of the booth will have a banner that shows and picture and the saying: 'Where the Sun Comes to Play.' There will be a display of pictures on the sides, courtesy of Kay Mooring and the Historical Society. Rain will provide pictures of the Town to display in the booth as well. Hosts of the booth will hand out pins, bags, bookmarks and brochures.

### **ADJOURNMENT:** 5:06 PM

Suzan Fonda moved to adjourn and Chairperson Beverly Cunningham seconded the motion. All in favor.



# Volunteer Interest Statement

RECEIVED  
JAN 11 2013  
BY: *[Signature]*

TOWN OF QUARTZSITE  
PO BOX 2812  
QUARTZSITE, AZ 85346  
928-927-4333

Office use only:

Date Received: 01/11/2013 Date Exp: \_\_\_\_\_

Copies To: Town Clerk / P&Z / H&D Board

PLEASE TYPE OR PRINT NEATLY

Date: 1-11-13

Name (last, First, MI): Cuthrie, Carolyn D

Home Address/Po Box: 3242 Oz Az 55359

Contact Phone Number: 928 916 8469

Are You A U.S. Citizen OR Resident Alien:  YES  NO

Are you registered to vote in La Paz County:  YES  NO

Present Employment/Position Held (Optional): Az westcoast Realty Realtor

Address/Contact Number of Employer: John Yackley

Professional/ Civic Activities: Ham radio volunteer, built disc golf course in park, promoter of town

Education /Professional Experience: H.S. diploma

I am interested in serving on: (Circle All That Apply)

Municipal Library Board

Park & Recreation Board

Personnel Board

Centennial Board

Planning and zoning

Board of adjustment

Airport Committee

Municipal Property Corp.

Health & Development

Cemetery Board

Municipal Utility Admin Committee

Vendor, Rv Park & Swap Meet' Municipal Board

Other: \_\_\_\_\_

Please describe why you would like to sever on the board, commission, etc: started it

What do you think that you can contribute to the public by serving on this bard, commission, etc: \_\_\_\_\_

my own opinion

Are you available to attend early morning meetings?  YES \_\_\_ NO

Are you available to attend lunch meetings?  YES \_\_\_ NO

Are there any days of the week you are unavailable to attend meetings?

All boards and commissions, etc. are subject to disclosure of conflicts of interest.

For more information concerning boards, commissions, etc. please contact the Quartzsite Town Hall @ 928-927-4333.

Date: 1-11-13

Signature: Camp