

MINUTES
TOWN OF QUARTZSITE
WORK SESSION OF THE COMMON COUNCIL
TUESDAY, FEBRUARY 24, 2015, 6:00 PM

CALL TO ORDER: 6:00 p.m.

INVOCATION: None

PLEDGE OF ALLEGIANCE: Council Member Kelley led the pledge.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Simpson, Council Member Kelley, Council Member Warner, Council Member Orgeron, Council Member Davidson, Council Member St. Germain.

STAFF PRESENT: Skylor Miller, Town Manager; Susan Goodwin, Town Attorney; Jeff Sorensen, Utilities Director; Rondus Bennett, Utilities Accountant; and Tina Abriani, Town Clerk

WORK SESSION:

1. REVIEW OF UTILITIES' BUDGETS

- Preliminary discussion and review of Utilities' budgets and supporting activities of the Town.
- Development and discussion of future budgetary and infrastructure goals.

Town Manager Miller stated that the information before the Council for the Work Session was requested by Council Member Warner. He advised the session is a preliminary discussion to give staff better direction in how to analyze what was done in the past and to structure the future. He noted the Utilities Director was in attendance to provide a brief overview of the activities and operations in the Water and Wastewater Department.

Jeff Sorensen, Utilities Director, reviewed water meter reading; plant operations; data; sewage disposal; safety standards; ground water; specialized duties; 24/7 emergency response; cleaning and maintaining equipment; malfunctions; leaks and breaks; service audits; training; responding to the public's questions and requests for service; maintaining and monitoring compliance with environmental protection agency regulations; and ensuring safety standards are met.

Council Member St. Germain stated that according to Town policy, all funds received from the sewer bills are to be used to operate and maintain the sewer plant.

Town Manager Miller said there is a separate enterprise fund for both water and wastewater.

Council Member St. Germain asked how many employees are at the wastewater treatment plant and Mr. Sorensen replied there are four employees that work in the wastewater and water department. There was discussion regarding the salaries of the employees and where the funds come from. There was review of the duties of the four employees.

Town Manager Miller explained the enterprise funds have been bleeding the general fund dry for years by its supplementation of utility operations.

Town Manager Miller stated he wants to supply Council with a three year picture, month over month, of the revenue and production of each department in order to compare, on a month to month basis, a thirty-six month timeframe.

The Mayor suggested that staff be directed with specific requests of what the Council wants to see.

The Mayor spoke of the Town's financial mismanagement that took place for the last seven or eight years that now force the citizens to pay back debt to HURF and WIFA.

Council Member St. Germain asked Mr. Sorensen for a tour of the operations of the department.

The Mayor asked Council Member Warner to take the floor and she advised the primary reason she called for the meeting was to start the process of the completing the upcoming budget.

There was discussion of water loss. Town Manager Miller stated the Town can profile the monthly water report for any customer on the system and see what their usage is on a daily basis, which is helpful for investigating issues.

Council Member Davidson asked if the water used on the baseball fields is metered and charged to the Parks Department and Town Manager Miller answered yes.

The Mayor asked for documentation of the industry standard for water loss.

Council Member Warner asked what the Council could do to help in collecting on old water debts.

Rondus Bennett, Utilities Accountant, explained the reason for the uncollectable debt, in part, is that there is not enough information to pursue collection efforts. Utility customers were not required to complete an application for service until approximately the beginning of 2011. She advised the Town is using the services of a new collection agency and requiring applications with sufficient information to be used for collections, if necessary.

Vice Mayor Simpson requested a list of all the little things, such as the loss of billable water, uncollectable debt and all things that are affecting the budget.

Town Manager Miller said he would provide a quarterly report of revenue and production from the Utility Department.

The Mayor stated he would like to see a plan to address the primary maintenance needs, listed by priority, along with the costs of those maintenance projects.

Council Member Kelley requested that an hour long work session be held before each regular council meeting. Each work session would cover a budgetary matter for in depth review.

Town Manager Miller summarized the Council's requests for clarification.

Council Member Davidson asked for a report of what percentage of the Town is hooked up to the Town's water.

Council Member Orgeron requested that the report list the reasons why unconnected areas of Town cannot be hooked to Town utilities. Council Member Orgeron cited possible reasons, such as elevation and gravity flow for sewer, and the need for lift stations.

Council Member Warner moved to adjourn and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.

ADJOURNMENT: 6:49 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of February 24, 2015, of the Town Council of Quartzsite, Arizona, held on February 24, 2015.

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

DATED this 10th day of March 2015



Tina Abriani, Town Clerk

On behalf of the Common Council

Approved:



Ed Foster, Mayor