

**MINUTES
EAGAR UTILITIES BOARD
22 W. 2nd Street
May 4, 2015– 12:00 PM**

Mayor Bryce Hamblin called the Regular Utilities Board Meeting to order and welcomed those present. Mayor Hamblin said to let the record show that a quorum is present. Mayor Hamblin led the Pledge of Allegiance and offered the invocation.

BOARD MEMBERS PRESENT: Mayor Bryce Hamblin, Chair
Patricia Hartman, Citizen Member
Milt Nelson, Water/Wastewater Operator III
Katie Brady, Finance Manager
Tami Ryall, Town Manager

BOARD MEMBERS ABSENT: Dennis Bigelow, Citizen Member
Bruce Ray, Public Works Director

ITEM #5: OPEN CALL TO THE PUBLIC

None.

ITEM #6: REVIEW OF MINUTES OF PREVIOUS MEETING

A. DISCUSSION AND CONSIDERATION TO APPROVE THE MARCH 2, 2015 MINUTES OF THE UTILITIES BOARD

Tami Ryall moved to approve the Minutes of the March 2, 2015 Utilities Board meeting. Patricia Hartman seconded; all were in favor, motion carried unanimously. 5-0

ITEM #7: UNFINISHED BUSINESS

A. DISCUSSION AND CONSIDERATION TO ENSURE THAT RESIDENTS USING PERSONAL WELLS AS THEIR MAIN WATER SUPPLY HAVE INSTALLED BACKFLOW DEVICES IN COMPLIANCE WITH ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY STANDARDS

The Department of Environmental Quality (DEQ) requires that all businesses and residences with water well systems hooked to the town water supply have a backflow device installed. The system is to be tested and certified annually, with proof of compliance maintained by the Town. To date the Town does not have a program in place to ensure that this is happening as required by federal standards.

After some discussion it was determined that the Town should:

- Compile a complete list of residences with personal wells;

- Determine timeframes: date testing to occur on annual basis, and when certifications are due into the Town;
- Be responsible to distribute compliance letters to businesses and residences with personal wells;
- Determine who will provide the testing services – will the resident be responsible or will the Town contract the services;
- How much to charge for the testing service if the Town takes on the responsibility of testing;
- Which backflow device to be used if the Town takes on the responsibility of testing;

The Board looked at the Town of Springerville's testing and certification program and liked the letter they use notifying pertinent customers of the requirements.

Mayor Bryce Hamblin would like civil penalties to be removed from the draft ordinance language supplied by Bruce Ray and instead the penalty will be pulling of the Town's water meter. When the customer needs the Town's meter installed they would be required to pay and have the backflow device installed as well.

It was determined that more planning is needed on this item before it could be recommended to Council. No action was taken and this item will be revisited at next Eagar Utilities Board meeting.

ITEM #8: NEW BUSINESS

A. DISCUSSION REGARDING CHARGING A MINIMUM SEWER FEE WHEN CUSTOMERS ARE NOT USING WATER SERVICE

The sewer fee was explained to be \$29.95 per residential, \$29.95 per unit for multi-residential and commercial is based on a four-month average.

Steve Erhart was proposing that the \$29.95 sewer fee be eliminated for the month when a water use reading was zero for that month. As well as a minimum sewer fee be assessed when the water usage is minimum instead of the fixed \$29.95 per month sewer fee; that the sewer fee should be based on the water usage.

Finance Manager Katie Brady stated that Caselle software is not able to compute the sewer fee that way. The water usage is calculated via a rate table while sewer is prorated per day. Ms. Brady will have to consult with Caselle to determine a revision to the software program. If Caselle cannot offer a fix, an additional sewer rate as proposed by Mr. Erhart could be entered manually.

Staff will gather more information on this item. No action taken and this item will be revisited at next Eagar Utilities Board meeting.

ITEM #9: ADJOURNMENT

Tami Ryall moved to adjourn the meeting [at 1:00 p.m.] Katie Brady seconded; all were in favor, motion carried unanimously. 5-0

Mayor Bryce Hamblin, Chairman