

**MINUTES OF THE UTILITIES BOARD MEETING  
OF THE  
TOWN OF EAGAR, ARIZONA  
May 4, 2009  
12:00 p.m.**

**BOARD MEMBERS PRESENT:** Mayor Kim Holaway, Chairman  
Steven Heap, Vice-Chairman  
Bill Greenwood, Town Manager  
Dennis Bigelow, Citizen Member  
Elwin Browning, Public Works Administrator  
Katie Wood, Finance Administrator  
Milt Nelson, Water Utility and Wastewater Department

**GUEST:** Bruce Ray, Community Development

**STAFF:** Marion Wiltbank, Assistant Town Clerk

**1. CALL TO ORDER**

Mayor Kim Holaway called the meeting of the Utilities Board to order at 12:10 p.m.

**2. OPEN CALL TO THE PUBLIC**

Pursuant to public notice of the meeting, there was a call to the public. There was no public in attendance at the meeting.

**3. REVIEW OF MINUTES OF PREVIOUS MEETING**

**A. APPROVAL OF THE FEBRUARY 2, 2009 MINUTES OF THE UTILITIES BOARD**

Dennis Bigelow moved to approve the minutes of February 2, 2009 Utilities Board. Seconded by Bill Greenwood; all were in favor (vote 7-0), motion carried.

**4. REPORTS**

**A. WATER DEPARTMENT REPORT & WASTEWATER DEPARTMENT REPORT**

**1. DISCUSSION AND CONSIDERATION OF INCREASING THE INSUFFICIENT CHECK FEE FROM \$10 TO \$25.**

Katie Wood said that the insufficient check fee (NSF) was set in the 1980's and has not been changed since. Currently the town charges a \$10 NSF fee for a returned check or electronic payment. Recommends increasing the fee to \$25, to off set the administrative costs incurred. We get 2 or 3 returned checks a month, except for

holidays and then it goes up. Should have the increase apply to electronic payments, as they can be returned for NSF.

Elwin Browning moved to approve the increase the Insufficient Check Fee to \$25 and prepare a resolution to take to council. Seconded by Bill Greenwood; all were in favor (vote 7-0), motion carried.

2. UPDATE REGARDING CHANGES TO TOWN CODE 13, SECTION 13.08.030 VIOLATION OF APPLICATION, SECTION 13.12.020 SEWER RATES, SECTION 13.12.040 WATER SERVICE TURN-ON CHARGE-FIRE HYDRANT USE-UNAUTHORIZED USE, SECTION 13.12.070 NEW BUSINESS-CONNECTION FEE WAIVER, SECTION 13.12.080 CONTINUATION OF SERVICE FOR RENTAL UNIT CLEANING, SECTION 13.12.100 DELINQUENT ACCOUNT REGULATIONS, SECTION 13.20.050 INSTALLATION FEES, AND SECTION 13.36.010 COSTS-AGREEMENTS

Katie Wood said that after looking at Title 13 she saw that it needed to be cleaned up. Bruce Ray suggested that any fee be “as set by resolution of council”, so it wouldn’t have to be changed by another ordinance and cost to codify. Board agreed and said to make changes as part of first read in council.

Bill Greenwood moved to approve Exhibit A and Ordinance No. 2009-03 and suggest to council to make changes as part of first read in council “as set by resolution of council” to any fee in Ordinance No 2009-03 and send to Eagar Town Council. Seconded by Dennis Bigelow; all were in favor (vote 7-0), motion carried.

3. DISCUSSION AND CONSIDERATION OF MARCH 2009 FINANCIAL REPORT

Katie Wood said that Utilities revenue was 61% of budget and Utilities expenditures were 70% of budget. Expecting higher water usage in summer. Milt said he already has had to go from using 2 wells to 3 wells, so the usage is already higher.

4. DISCUSSION AND CONSIDERATION OF IMPOSING WASTEWATER USER FEE ON CUSTOMERS WHEN A NEW INFRASTRUCTURE PUTS THEM WITHIN 400 FEET OF A WASTEWATER LINE

The new Juniper Street sewer line put people within 400 feet of a wastewater line. Not currently charging on new infrastructure. Elwin estimated that around 100 homes should be added and charged sewer capitol. We could go 10 feet and hook up Greg Erhart.

Title 13.32.010 should have B. and E. eliminated. D. should read ‘made by appeal to the ~~town council~~ “Utilities Board” upon a showing of hardship’. And verbiage to clarify that new infrastructure should be charged sewer user fee. And a flat fee of \$5 charged for people that have their own well and are using our sewer.

Katie Wood will wait to codify Town Code until all changes are done. And write an ordinance after she runs it past Doug Brown to see if it is already covered.

5. DISCUSSION AND CONSIDERATION OF OUTSTANDING 2008 WIFA LOANS

Katie Wood is requesting to reduce original WIFA loan amounts to keep payments down. Opting out of 89.21% of the loan.

6. DISCUSSION AND CONSIDERATION OF THE 2009 PROPOSED IMPACT/BUILDING PERMIT FEES

Bruce Ray is recommending reducing building permit fees based on the 1997 UBC fee table. The current building permit fees are based on 1988 UBC fee table. With the 1997 UBC fee table a 1200 sq. ft. home the fees would be \$382.34 less and on a 2200 sq. ft. home the fees would be \$103.91 more. The 1997 UBC doesn't have a complicated fee schedule.

The impact fees would move the balance of \$1,150 to permit fees. This is freeing up where we can spend this money and what can go into the general fund. The council to be informed in staff reports.

Bill Greenwood moved to forward to council the changes to the permit fees and approve the new impact fee schedule. Seconded by Elwin Browning; the vote was 6 to 1 with Milt Nelson in opposition.

**B. PUBLIC WORKS / ADMINISTRATIVE FACILITY REPORT**

1. No other reports at this time.

**C. OTHER DEPARTMENT REPORTS**

1. DISCUSSION ON THE TOWN OF EAGAR FIVE TO TEN-YEAR CAPITAL IMPROVEMENT PLAN (CIP)

Each department contributed to the CIP. Used the City of Benson's format. WIFA – Spanish Trail is a project to be funded and replacement of sewer lines on Brown & Hamblin is a project to be funded. The bulk of HURF pays debt.

Katie Wood said to put a box in lobby for the questionnaires for public comments.

The CIP has to be updated every year.

5. **NEXT MEETING**

Next meeting will be held in July or August.

6. **ADJOURNMENT**

Dennis Bigelow moved to adjourn the meeting at 1:30 p.m. Seconded by Katie Wood; all were in favor (vote 7-0) and the motion carried.

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Chair Mayor Kim Holaway