

**CITY OF KINGMAN  
MUNICIPAL UTILITY COMMISSION  
Council Chambers  
310 N. 4<sup>th</sup> Street**

5:30 p.m.

**AGENDA**

Thursday, January 28, 2016

**REGULAR MEETING**

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**COMMISSION MEMBERS:** Chairman Allen Burgett, Vice Chairman Mike Van Zandt,  
Toby Orr, Aline Parker, Paul Shuffler, Marvin Yarbrough  
Pat Yarush

**COUNCIL LIAISON:** Mayor Richard Anderson

**CALL TO ORDER AND ROLL CALL**

**ELECTION OF THE 2016 CHAIRPERSON AND VICE CHAIRPERSON**

**APPROVAL OF MINUTES**

The Regular Meeting Minutes of November 23, 2015.

**1. PAST COUNCIL ACTION:**

None

**2. OLD BUSINESS: (for review, comment and/or action)**

None

**3. NEW BUSINESS: (for review, comment and/or action)**

a) Review and Recommendation of the 2016 Municipal Utility Commission Meeting Calendar.

**4. CONSIDERATION & DISCUSSION OF PUBLIC COMMENTS**

Those wishing to address the Commission need not request permission in advance. Action taken as a result of public comment will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date, pursuant to A.R.S. 38.431 et al.

**5. COMMISSIONER'S COMMENTS**

Limited to announcements, availability/attendance at conferences and seminars, requests for agenda items for future meetings and requests for reports from staff.

**ADJOURNMENT**

*ANYONE REQUIRING SPECIAL ASSISTANCE AND/OR ACCOMMODATIONS AT THE PUBLIC MEETING SHOULD CONTACT THE CITY ENGINEERING DEPARTMENT AT 928-753-8122 AT LEAST 24 HOURS IN ADVANCE, SO THAT APPROPRIATE ARRANGEMENTS CAN BE MADE*

# CITY OF KINGMAN

## MUNICIPAL UTILITY COMMISSION MEETING

Council Chambers  
310 N. 4<sup>th</sup> Street

5:30 p.m.

Minutes

Monday November 23, 2015

<u>Commissioners</u>	<u>Staff Present</u>	<u>Visitors Signed in</u>
Allen Burgett, Chairman	Greg Henry, City Engineer	
Mike Van Zandt, Vice Chairman-Absent	Rob Owen, Public Works Director	
Toby Orr-Absent	Tina Moline, Finance Director	
Aline Parker	Aracely Rivas, Finance Administration	
Paul Shuffler-Absent	Mike Prior, Assistant City Engineer	
Marvin Yarbrough	Melody Stewart, Recording Secretary	
Pat Yarush	Kathy Lind, Recording Secretary	
Council Liaison Miles		

### REGULAR MEETING

#### CALL TO ORDER AND ROLL CALL

Chairman Burgett called the meeting to order at 5:30 p.m. with four Commissioners present at time of roll call. Commissioner Van Zandt, Orr and Shuffler were absent.

#### APPROVAL OF THE MINUTES

Commissioner Yarush made a **MOTION** to **APPROVE** the minutes from the June 25, 2015 meeting. Commissioner Parker **SECONDED** the MOTION and it was **APPROVED** by a vote of **4-0**.

1. PAST COUNCIL ACTION:

None

2. OLD BUSINESS: (for review, comment and/or action)

None

3. **NEW BUSINESS:** (for review, comment and/or action)

a. **Review and Discussion of the Public Works Quarterly Report.**

Public Works Director Rob Owen began by reviewing the July through September report for the Sanitation Department. The Sanitation Department services 10,509 residential and 915 Commercial Accounts. They made 995 trips to the landfill to delivery 11.5 million pounds of trash. There were a total of 336 extra trash hauls and 52 abatement orders and they recycled 238.5 tons. There were also extra trash hauls that went along with some of the Special city events.

Some of the Sanitation's ongoing projects include cleaning the I-40 traffic interchange areas and ramps, utilizing our Inmate Labor. The department picked up the maintenance of the I-40 interchanges due to ADOT losing some of their funding and dropping their maintenance contract. Other projects include dropping off and picking up containers for special events like the July 4<sup>th</sup> Block Party, Mohave County Fair, Andy Devine Days and Best of the West Festival.

The Sanitation Department provided recycling education at Mohave Community College as well as an e-waste recycling on November 11<sup>th</sup>. There was also a Community Clean-up on November 7<sup>th</sup> at the Fairgrounds.

Director Owen continued with the quarterly review of the Hilltop Treatment Plant which treated approximately 150 million gallons of influent and 600 cubic yards of biosolids, while staff repaired and reinstalled the 200 HP ox-ditch motor and Anoxic Mixer. They also performed NPDES and APP permit sampling and completed annual biosolids report.

The Downtown Treatment plant treated approximately 23 million gallons of influent, de-watered 180 cubic yards of sludge and transported to Hilltop for composting. There was on-going maintenance of the UV reactor, general equipment maintenance and oil changes, completed clean in place on membrane bioreactor 1, and completed annual biosolids report.

Wastewater Collections hydro jet cleaned 8500 linear feet of 6", 8" 10" and 12" wastewater lines, inspected 7500 linear feet of 6" and 8" lines identifying maintenance needs, assisted Street Department with storm drain maintenance and cleaning and assisted with CCTV inspection and tap location for utility design and construction projects.

Sewer extension projects were completed on Ashfork, Cypress, Lovin and Colorado Avenue. The projects that are still under construction or design include Chestnut Sewer Relocation, Mohave Wash Sewer Extension, Stormwater infiltration Study, Downtown Outfall Line realignment Study (infiltration study), Sewer Master Plan Updates and Effluent Re-claimed water Analysis. Some of the pending projects include Berk &

Beverly Avenue Sewer extension and MUC priority extension list on Prescott and Jerome.

Mr. Owen continued the discussion on Pretreatment & Local limits. This is a new program implemented due to capacity issues at the Hilltop plant. We have to work with our Industrial users with what they are discharging into our system. There were 2,251 surveys sent out and 759 or 34% of those surveys were returned. Two permits were issued and 17 potential industrial users have been identified. There were 11 inspections of various Industrial users with two investigations and two Notices of Violations were issued. There have been quarterly influent samplings for pollutants of concern because most Treatment Plants are designed to remove domestic pollutants and are not designed to treat other pollutants such as heavy metals, toxic organics, Ammonia, fats, oils and grease. Exceeding the Treatment Plants ability may result in various adverse effects such as permit violations, diminished value of effluent/sludge, process upset and harm to workers. Local limits can resolve site-specific issues by correcting existing problems, prevent potential problems, protect receiving waters, improve sludge disposal options and protect Treatment Plant personnel.

Director Owen, reviewed the Water Departments quarterly report which included 76 new customer service meters, 60,923 meters were read by Southwest Energy Solutions, 453 services were disconnect due to delinquent bills, 66 leaky valves repaired, 117 out of order meters repaired, 1,369 sq. ft. of asphalt was replaced this quarter and 658 Blue Stake locate requests were completed.

Some of the Water Department completed projects include Water Storage Tank Rehabilitation at the Castlerock Booster Station, backup power for the Hualapai Booster Station, Waterline replacement and service connections for Carver and Jaggerson Avenue. Projects under Design/Construction include Transmission Mains at East Bench from Rattlesnake tank to Rancho Santa Fe, Pumps and Motors at Rattlesnake tank, waterline replacement and service connections at Stirrup Avenue, Melody Street and Evans Street and finally Surge Tanks at Castlerock & SW 11,

The Water Departments pending projects include Waterline replacement at Goldroad Avenue, Pine Street, Spring Street and 3<sup>rd</sup> Street. The department is also researching and reviewing proposals for Automated Meter Reading for AMR/AMI systems which will transmit real live readings, eliminating the need for meter readers except for re-checking questionable readings. Another benefit would be to help detect leaks sooner.

Mr. Owen reviewed what was billed & produced this quarter with a loss range of 8.17-11.67% and also reviewed the 3<sup>rd</sup> quarter number of leaks. The majority of the leaks were services lines, with June-August being the biggest months for leaks. If we have an extended freeze this winter we would have another spike.

Chairman Burgett asked if these leaks are caused by corrosion or is it mechanical.

City Engineer, Greg Henry stated the majority of the leaks are service line leaks made of HDPE material.

Chairman Burgett asked if we are considering an alternative material.

Mr. Owen responded that we have changed specification on the material used and the majority of these leaks are service lines 10-15 years or older.

Mr. Owen also reviewed the consumption comparison from 2007 to 2015 which shows a 26% reduction in water consumption which he believes it is due to the tiered rate structure that was implemented where the more water you use the more you pay.

Also, the department is working on the American Water Works Association Industry Water Audit Software. The department just received information from AWWA on the benchmarking survey. It requires a lot of detailed information to be entered but it will show comparisons to where you are at compared with other water companies and prioritizes where you should spend your money to improve efficiency and increase revenues.

Mr. Owen briefly discussed Regulatory Compliance which includes EPA, ADEQ, ADHS, Safe Drinking Water Act, Ground Water Rule, AAC Title 18 and Clean Water Act. The City of Kingman's sampling cost is \$56,656 for water and \$88,835 for wastewater.

**b. Review and Recommendation for Appointments and/or Reappointment to the Municipal Utility Commission.**

Commission Yarbrough is completing his fourth term on the Municipal Commission and agreed to a fifth term since there were no other applicants.

Chairman Burgett made a **MOTION** to **APPROVE** the recommendation to re-appoint Commissioner Yarbrough, Yarish and Orr. Commissioner Yarbrough **SECOND** the **MOTION** and it was **APPROVED** by a vote of **4-0**.

4. **CONSIDERATION & DISCUSSION OF PUBLIC COMMENTS**

There were no comments.

5. **COMMISSIONER'S COMMENTS**

Chairman Burgett requested staff look at placing the full agenda packet on the city's website rather than the one page agenda coversheet. Mr. Burgett feels it's important we have full transparency. Staff will look into this and report back at the next Commission meeting.

**ADJOURNMENT**

Commissioner Yarbrough made a **MOTION** to adjourn at 5:53 p.m. **SECOND** by Commissioner Yarush and it was **APPROVED** by a vote of 4-0.

Item

3A

# MUNICIPAL UTILITY COMMISSION

## 2016 MEETING CALENDAR

APPLICATION DEADLINE	MUC MEETING DATE	DATE TO COUNCIL
07 January 2016	28 January 2016	16 February 2016
04 February 2016	25 February 2016	15 March 2016
03 March 2016	24 March 2016	16 April 2016
07 April 2016	28 April 2016	17 May 2016
05 May 2016	23 May 2016	21 June 2016
02 June 2016	23 June 2016	19 July 2016
07 July 2016	25 July 2016	16 August 2016
04 August 2016	25 August 2016	20 September 2016
01 September 2016	22 September 2016	18 October 2016
06 October 2016	27 October 2016	15 November 2016
31 October 2016	21 November 2016	20 December 2016
01 December 2016	22 December 2016	17 January 2017

Meetings are held on the 4<sup>th</sup> Thursday of each month @ 5:30 p.m. in the City of Kingman Council Chambers located at 310 N. 4<sup>th</sup> St

### Exceptions to the 4<sup>th</sup> Thursday schedule for 2016 are:

#### Monday, May 23, 2016 @ 5:30 p.m.

Graduation dates are 5/18 for Kingman Academy, 5/24 for Kingman High School and 5/26 for Lee Williams High School.

#### Monday, November 21, 2016 @ 5:30 p.m.

Thanksgiving Day is on Thursday, 11/24

**Please contact the Chairman/Vice Chairman or Recording Secretary @ 753-8358 if you cannot make a meeting to be considered Excused.**