

**THE MINUTES OF THE WORK SESSION MEETING OF THE MAYOR AND
CITY COUNCIL OF THE CITY OF WILLCOX, COCHISE COUNTY, AZ
HELD ON THIS 3RD DAY OF MAY 2010**

CALL TO ORDER-Mayor Gerald W. Lindsey called the work session meeting to order on Monday, May 3, 2010, at 6:00 p.m.

ROLL CALL –City Clerk Cristina G. Whelan, CMC, called the roll:

PRESENT

Mayor Gerald W. Lindsey
Vice Mayor Larry N. Schultz
Councilman Elwood A. Johnson
Councilman Jimmy L. Norris
Councilwoman Monika Cronberg
Councilman Stephen Klump
Councilman Christopher Donahue-Arrived at 6:10 p.m.

STAFF

City Manager Pat McCourt
City Attorney Hector M. Figueroa
City Clerk Cristina G. Whelan, CMC
Public Safety Director Jake Weaver-Absent
Library Director Tom Miner
Finance Director Ruth Graham
Public Services & Works Director Dave Bonner
Building Inspector Jeff Stoddard

PLEDGE OF ALLEGIANCE TO THE FLAG-Mayor Lindsey

DECLARATION ON CONFLICT OF INTEREST-There was no response from the Council members or staff.

ADOPTION OF THE AGENDA

MOTION: Councilman Johnson moved to adopt the agenda as presented.

SECONDED: Councilwoman Cronberg seconded the motion. **CARRIED.**

DISCUSSION REGARDING PUBLIC SERVICES AND WORKS DEPARTMENT – UTILITIES BUDGET

City Manager Pat McCourt explained the Finance Director Ruth Graham will do the initial budget finance presentation followed by general overview. Mr. John Bowen, Utilities Supervisor, and Ms. Linda Stoddard, Utilities Admin, will do departmental presentation. Updated budget work sheets will be done after this meeting to insert in budget notebooks from the Streets Department. Ms. Graham explained each fund (Gas, Water, Refuse and Sewer) beginning and ending fund balance with amount due to General Fund in some funds. Overall the net balance is \$333,871 from the four (4) funds.

Finance Director Graham explained the budget summary sheets start with the same format been using opening fund balance as of July 1, 2009. Projected revenues are updated through the month of April and are still a projection because we have completed the billing for April and still have 2-months. Opening Balance:

Gas Fund: \$890,971 and anticipate revenues \$1,027,915 from that transfer \$145,200 to the General Fund which covers Administrative Services and the billing and all of the services provided by General Fund for the Utilities. Expenses including operating expenses, personnel, capital total \$814,176.00. In the Gas Fund the ending balances of \$959,510 which is an increase of \$68,539.00.

Water Fund: \$1,086,368 anticipate revenues \$758,876 transfer to General Fund \$181,500 for Administrative Services. The \$5,150 is a General Obligation Bond that originated in Water and Water Fund transfers to General Fund to pay that back. Other expenses including personnel, operating, capital \$49,570 and anticipate ending balance of \$1,209,024 or increase of \$122,656.00.

Sewer Fund: \$ 461,930 revenues \$734,176 and transfer to General Fund \$85,800, expenses \$545,836 and ending balance of \$564,470 which is an increase of \$102,540 for the year.

Refuse Fund: \$3,555 note refuse fund did operate in a loss for several years and balance due to General Fund \$120,622; revenues anticipate \$567,999 transfer to General Fund \$52,800 expenses \$475,062, and those are for the landfill fees and SouthWest Disposal. Those are only expenses we do not have personnel in that fund; ending \$43,692 without consideration to monies owed to General Fund or change fund balance \$40,137.

For Utilities anticipate a net change in ending balance \$333,871 which is made up of the changes in the 4-funds.

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Mayor Lindsey asked in the Refuse Fund \$52,800 does that recapture any of the debt and Ms. Graham replied "no" that is for the Administrative Services for setting things up of the billing and the calls.

Mr. John Bowen, Utilities Supervisor, presented an overview of the Utility Department on what they did this past year. They are the Gas, Water, Sewer Division and Open and Close Graves. The following was presented:

- During 2009 year the Utilities Division completed over 900 work orders: 547 Gas, 219 Water, 22 General as well as 94 Blue Stake.
- Crewmen information: They have 10 people in Utilities including John Bowen, Utilities Supervisor and Utilities Administrative Assistant. The supervisor and crewmen are required to obtain and maintain ADEQ Certifications which entail 47 total Certifications. At this time, there are 4-Utility Worker III, 2-Utility Worker II, and 2-Utility Worker I. To Mr. Bowen's knowledge, the City has never had 4-Utility Worker III's on staff. (Note: the following was provided by Linda Stoddard, Public Services & Works Administrative Assistant.)

Gas Section

- The Mini Max, the equipment at the regulator station that records atmospheric pressure, gas pressure and gas usage, was repaired. Due to age and corrosiveness of the gas, the internal gears were worn away and had to be replaced.
- Crewmen repaired 16 below ground gas leaks and 89 above ground gas leaks discovered during the annual gas leak survey. The survey is conducted every June as required by the Arizona Corporation Commission and Federal Pipeline Safety regulations. An outside leak survey company is hired due to their more sensitive leak detection equipment. {or – An outside leak survey company is hired due to their higher grade equipment}
- To help reduce above ground leaks, the crewmen have begun utilizing a meter loop instead of nipples and unions on the gas meter connections.
- ACC requires we maintain very strict manuals O&M, ER Manuals, Substance Abuse Manual.
- Streets, Parks, Utilities, and Mechanic Supervisors attended a required Alcohol and Drug Detection class this year. The class is a requirement of Federal Pipeline Safety and staff decided it was more advantages for the City to train all the supervisors instead of only one. The training was free through the local SEBHS offices.
- Audit went very well and had very few revisions or corrections.
- A Gas Training Program was purchased to comply with Federal Pipeline Training Regulations. The crewmen log into the internet based program, review a training video, and take a test. The training and test results can be reviewed for passing scores.
- Utilities have one (1) employee in the process of acquiring his pipeline welding certification. The Certified Pipeline Welder retired a year ago. If any welding is needed on the steel gas pipeline, the certified welder from City of Safford is contacted.
- Projects – In an ongoing effort to improve efficiency and safety, the Utilities crew are replacing old steel gas mains with more durable and safer polyethylene pipe. The projects take a little more time due to the amount of other utilities in the area. The projects are:
 - Replace/upgrade meters to new electronic read meters.
 - Anodes were installed to protect the steel gas mains from corrosion. The anodes are watered and tested monthly to monitor proper corrosion control minimal current protection.

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- The 100/200 Block S. Bowie/Cochise alley main replacement project was scheduled for the 2010/2011 budget year, but due to the severity and multiple new leaks discovered during the annual leak survey, staff determined to conduct the project this fiscal year. The project was completed in early May, 2010.
- The steel gas main from Maley Avenue north to Pearce Street, in the alley between Bowie/Cochise is being replaced with polyethylene pipe. The project started mid May, 2010 and is scheduled to be completed in June/July, 2010.

Water Section

- The crew repaired approximately 8 hydrants by replacing internal parts and two hydrants were replaced. The annual maintenance of the hydrants was conducted and includes oiling and exercising the valves etc. There are several hydrants that still need to be replaced in the next fiscal year.
- The hydrant located in the alley between Haskell Avenue and Railroad Avenue on Wasson was located too close to the street. The Utilities crewmen relocated the hydrant away from the street, costing \$7,983.98.
- As part of the Pattie Road chipseal and realignment, the fire hydrant located on Pattie Road and Flagstaff would have been in the road. Utility crewmen relocated the hydrant to the right-of-way at a cost of \$6,324.87.
- Arizona Department of Environmental Quality and Environmental Protection Agency passed new laws regarding water testing. If one test is returned positive for contaminants, a series of additional testing is required. The crewmen installed Test Point #9 to comply with the additional testing requirements. Four water samples are tested at an independent laboratory in Tucson to comply with regular water monitoring.
- Wells #1 and #3 were upgraded and are {connected} to the SCDA system installed as part of the Well #2 construction. Staff is investigating the electrical cost savings in regards to the installation and use of a Variable Frequency Drive (VFD) on Well #1.
- Staff originally was going to install a back up power generator at Well #1 to be utilized during power outages until Councilman Klump recommended installing a combination gear head with both gas and electric motor. The recommendation is being considered by the {engineering firm or staff}.
- The Utilities crew discovered during a gas main replacement project located in the 100 block alley between Cochise and Bowie, that a ¾" steel water main supplied water to three to four homes. The crew installed a 6" water main to improve water service and pressure to the homes.
- Most of the water valves in the system are below grade and have never been serviced (oiled and exercised). Crewmen are in the process of locating all buried and exposed water main valves and performing general maintenance and locating on the mapping system for emergency use.
- Staff purchased a new water and gas main/valve locator system, V-Loc Locator, to more accurately locate mains. The V-Loc system locates small balls that emit a pulse. The new locator system will be advantageous during emergencies when valves are covered by dirt, pavement, etc.

Waste Water

- Arizona Department of Health and Laboratory Services conducted the annual inspection, finding several deficiencies in general housekeeping and equipment being utilized to test waste water samples. New equipment and testing methods were established and the deficiencies were resolved. Water samples are not tested at the Willcox laboratory; they are tested at a certified laboratory in Tucson.

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- There was a potentially hazardous configuration of valving at the treatment plant. When the pumps in the headworks required servicing, cleaning, or repair, crewmen were unable to stop the influent flow to backflush the pumps. In review of the original design, it was discovered the contractor did not install the piping and valves according to design. The Utilities crew installed check valves at the outlet side of the headworks, rectifying the hazardous conditions.
- Installed high water alerts (red flashing lights) at Lift Stations. There are 3-lift stations: KOA on Virginia; Wood Street; and Railroad and McCourt. Signs have been ordered with contact numbers to be in compliance with ADEQ Regulations.
- Next year will do more manhole seals to eliminate odor and problem get infiltration of rain water i.e. The crew has installed approximately 25 seals where the most infiltration occurs. More are planned to be installed during the next fiscal year.
- The manholes along Fremont were raised to grade to prevent infiltration and driving hazards.
- An ongoing problem is the improper or lack of servicing and cleaning grease traps on the west side of town. Periodically, crewmen have to remove packed grease from the wet well at Virginia Ave. Lift Station and along the main in front of KFC. Recently, the grease pack in the Virginia Ave. wet well was so thick, an outside company had to be hired to break it and remove it. Gas and Water Meter Replacement Program: Utilities will continue to replace the gas and water meters, upgrading to the radio read system. Previously, it took the meter reader approximately 3 weeks to read meters and now it takes a week and a half.
- 2010-11 Budget Year - The new sewer jet and pot hole machine need to be stored in a temperature controlled environment to prevent equipment damage during the winter. The heated storage building would cost approximately \$30,000.
- Several of the crewmen service trucks need to be replaced. Staff is developing a plan to replace the vehicles.

Future Projects

Gas

- Replace the gas main in the alley between Haskell Avenue and Railroad Avenue from Arizona Avenue to Maley Street. The project may take longer due to the amount of other utilities and unknown utilities installed before mapping was required.
- Replace the deteriorating steel gas mains in Casas Lindas. The project may take several years due to the footage of pipe and multiple homes.
- Gas and water meters loose accuracy as they age. The Utilities section will continue to replace and upgrade the gas and water meters to the new electronic read equipment and new, more accurate meters.
- Natural Gas Regulator Station: build new gas regulator station located north of Willcox. The current 4 inch natural gas main line was installed in 1946 and is thin-walled steel. With it being the only gas supply main, the City would be in dire straights if the line was damaged or inoperable. Staff recommends the construction of a new regulator station north of Willcox to provide a redundancy of supply line and additional pressure in winter.

Water

- Approximately 25 water valves have been identified as inoperable and need to be replaced for emergency repair, etc. When the utilities division repairs a water leak close to the inoperable valves, a larger area has to be turned off, effecting more homes and businesses.
- 2010-11 Budget Year – Tank #2 and Well #2 Security fence

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- Fiscal year 2011-12 – install new water main from Ft. Grant Road south to Airport Road, then east to Ironwood to loop the system and prevent stagnation while improving water pressure to the Casas Lindas area. The most expensive part of the project would be the hiring of a contractor to bore under Interstate 10.
- Fiscal year 2011-12 – The City has only one water transmission main from the wells into the City. Staff proposes the installation of a 16” water main, possibly along Jonnie Drive and/or Circle I Road to improve water pressure and redundancy.

Sewer

- Tetra Tech is working with staff on the Engineering and Design of the Waste Water Treatment Plant.

City Manager McCourt reminded the Mayor and Council that next Monday, May 10th work shop to address the WWTP options previously discussed. It was asked that staff be available for a tour of the WWTP at 5:30 p.m. and not sure how many may attend. Staff suggested start work session later to give more time to complete tour of WWTP or change from 6:00 p.m. to 6:30 p.m.

ADJOURN

There being no further business before the Mayor and Council, Mayor Lindsey adjourned the meeting at 6:50 p.m.

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work session meeting of the City Council of the City of Willcox held on the 3rd day of May 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 21st day of May 2010

/s/ Cristina G. Whelan, CMC
City Clerk Cristina G. Whelan, CMC

PASSED, APPROVED AND ADOPTED this 7th day of JUNE 2010.

/S/ GERALD W. LINDSEY
MAYOR GERALD W. LINDSEY

ATTEST:

/s/ Cristina G. Whelan, CMC
City Clerk Cristina G. Whelan, CMC