



WATER COMMISSION
August 21, 2014

SUMMARIZED MINUTES

MEMBERS PRESENT

Brian Ketter
John Nowakowski
Dick Kersey
Brad Garner
Bob Shinham
John Malin
Charlie Odegaard
Justin Ramsey

MEMBERS ABSENT

Hanna Cortner

STAFF PRESENT

Brad Hill
Marion Lee
Jim Davis
Erin Young
Neil Gullickson
Nicole Woodman

OTHERS PRESENT

Tom & Melanie Gosch
Harold Alter

I. CALL TO ORDER

Chair, Brian Ketter called the meeting to order at 4:00 p.m.

Brian Ketter postpone Item IV., C to next month since Malcolm was unable to attend meeting.

II. APPROVAL OF MINUTES – June 19, 2014

Moved by Brad Garner and seconded by Bob Shinham that the minutes of June 21, 2014 be approved. All approved.

III. PUBLIC PARTICIPATION - None

IV. NEW BUSINESS

A. Wastewater Master Plan – Rob McCandelles (Brown & Caldwell)

Mark Courtney and Rob McCandelles presented a PowerPoint presentation on the Flagstaff Sewer Master Plan Project. The primary purpose of the Utilities Wastewater Master Plan is to:

- Master Plan is component of Utilities Integrated Master Plan
- perform a comprehensive analysis of the City of Flagstaff's Wastewater system
- to identify system deficiencies
- to determine future wastewater collection system requirements, and
- to recommend wastewater system facility improvements that correct existing deficiencies and that provide for future system expansion.
- the objective of these planning efforts is to guide strategic long-term planning.

This Wastewater Master Plan is a 20-year planning document and projects wastewater system needs through 2035. For proper planning, wastewater master plans must be kept current. This means that the City can expect to update its 20-year plan every four to five years. However, it is recommended that the City review the projected sewer demand in three years to determine if current conditions warrant action to begin acquiring additional treatment capacity. This will allow the City time to evaluate changes in sewer flow that may result in upsizing of sewer mains or additional treatment capacity that must be added by the City. The current plan does not budget funds for any wastewater treatment capacity expansion projects.

John Nowakowski asked staff if the City had a policy that would not allow new sewer taps in areas where there is a potential for the manholes to surcharge. Jim Davis indicated that there is not a policy to limit individual single family homes that are being constructed, only developments of 10 or more single family units are required to have a Water and Sewer Impact Analysis (WSIA) per the City of Flagstaff Engineering Standards.

B. Out of City Water Service Request – Jim Davis

Jim Davis presented this item and introduced Thomas and Melanie Gosch. The Gosch are requesting an out of City water service connection off of a newly installed 19" water transmission along the frontage of their property on W. Route 66. The water service and meter will service their existing home located outside the corporate city limits at 4392 W. Route 66 (Parcels APN 116-04-006 and APN 116-040041. There is no sewer service available to this site. The City of Flagstaff's Planning Division has determined that this property cannot annex into the City, by itself, it meets neither the minimum width nor depth requirement identified for annexation by the ARS. ARS requires minimum 300' adjacent to a city boundary and minimum 200 feet of depth from that line.

Any application for water and sewer service to serve a residence or development in an area outside of corporate City limits is required by City Code to go to the City Water Commission for review. The City Water Commission is required to review each application and forward a recommendation to the City Council. The Mayor and Council have the final decision based on the request and recommendation of the Water Commission. Per resolution No. 1521, adopted December 15, 1987 and per Resolution 2014-13 adopted April 1, 2014, the City Policy on out of City water or sewer requests directs the City to consider each request on a case by case basis and allows the City to grant such requests subject to special conditions deemed necessary by the request. In this case, staff recommends approval based on the owner entering into a pre-annexation agreement and paying all applicable fees. In addition City Code requires that all water taps or connections made outside the corporate limits of the City shall be 110% of the standard charges, fees, and/or deposits. Before connection to the water service is made, the applicant will pay water capacity fees based on the size of their new water meter.

The City of Flagstaff Engineering Standards Section 13-09-003-0007 (E) (1) and the Utilities Integrated Master Plan/Principles of Sound Water Management/Water Policies Chapter F4.2a do not allow service taps on the water mains 16 inches in diameter and larger. Therefore this applicant is being required to install an 8" main off of the 18" transmission main, and install a fire hydrant assembly per City of Flagstaff Engineering Standards along with the new water service, after obtaining the proper construction plans and City and /or State right-of-way permits.

John Nowakowski asked how big of a lot this was and Mr. Gosch said 6.5 acres. In a pre-annexation agreement John indicated it should be noted that this is a single tap for a single residence. There was further discussion on the whole process of annexation and the Commission agreed to include this as part of the recommendation.

Brad indicated since there is a New Water Policy in place, if a cross-divisional team met to discuss the strategies (Strategy F4.1d). Jim said there was no cross-divisional meeting on this particular request but it was reviewed by staff.

Brian Ketter made a motion to recommend to Council to approve the Out-of-City water service request; however the pre-annexation was not included so another motion was made.

Moved by John Malin and seconded by Bob Shinham to recommend to Council to approve the Out-of-City water service at 4392 W. Route 66 with the condition that it is for a ¾ inch meter tap/single family residence and that it includes the pre-annexation with this condition. All approved.