

## Rogers Waterworks and Sewer Commission

August 15, 2022

### Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, August 15, 2022 in the Rogers Administration Building located at 601 S 2<sup>nd</sup> St. Present were Commissioners Roger Surly, Travis Greene, Kathy McClure, Mike Watkins, and Peter Farmer. Rogers Water Utilities staff present Brian Sartain, Stephen Ponder, Tony Kinion, Matt Savell, Debbie Putman, Johnny Lunsford, Jene' Huffman-Gilreath, Mark Landis, Dana Daniel, Todd Beaver, and Donna Wilson. Others in attendance were Robert Frazier of the Frazier Law Firm. Chairman Watkins called the meeting to order at 4:01 PM.

Chairman Watkins stated that Brent Dobler, Superintendent was on vacation and requested approval for Dana Daniel to assume the secretarial duties of the RWWSC meeting. A motion made by Commissioner Kathy McClure and second by Commissioner Peter Farmer. All in favor, motion carried.

Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve the minutes from the July 25, 2022 meeting as submitted. All in favor, motion carried.

Chairman Watkins recognized Matt Savell, Senior Accountant to present the July 31, 2022 Financial Reports. Savell stated that billed revenue for the month of July 2022 is up 31% from July 2021. The water consumption is up 19.04% from July 2021. The Water Department reported a profit of \$606,000 for July 2022, and a profit of \$455,000 reported for July 2021. The difference is primarily due to an increase in billed revenues (\$428,000) and a decrease in access and impact fee revenues (\$84,000), and an increase in water purchases of \$166,000. Fiscal Year to Date Collections of access and impact fee revenue for FY 23 are \$31,000, and compares to year to date access and impact fee revenue of \$115,000 in FY 22 and \$221,000 in FY 21. The Year to Date profit is more than the prior year by \$152,000.

Billed Sewer revenue for the month of July 2022 is up 14.87% from July 2021. Sewer consumption is up 5.91% from July 2021. The Sewer Department reported a profit of \$594,000 for July 2022 and a profit of \$696,000 reported for 2021. The difference is primarily due to an increase in billed revenue (\$194,000) and a decrease in access and impact fee revenues of \$178,000. The utilities increased \$20,000 and chemicals increased \$19,000 at the RPCF. Fiscal Year to Date Collection of access and impact fee revenue for FY 23 are \$62,000, and compares to year to date access and impact fee revenue of \$240,000 in FY 22 and \$437,000 in FY 21. The Year to Date profit is less than the prior year by \$103,000.

Lost Water is 19% for the month of July 2022, 17% for the calendar year, and 12% for the last twelve months.

Total restricted and unrestricted funds are \$44.3 million for July 2022, which is an overall increase of \$2.2 million from July 2021. Water Funds decreased by approximately \$400,000 and Sewer funds increased by \$2.6 million. \$7.2 million of the \$44.3 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation. \$24.3 million is required to keep available for minimum reserves per the RWU investment policy for 2022; \$12.6 million is the minimum for Water and \$11.7 million is the minimum for Sewer.

RWU will implement new utility billing software with Tyler Technologies on 9/6/22. This will include a new bill format and a new customer portal with Tyler Payments, with increased functionality for customers such as the ability to pay more than one account at a time, incur no convenience fees, update notification preferences, and more. The office staff is actively engaging in configuration review and training.

Commissioner Travis Greene asked about the future of the access and impact fees with the current delay in projects. Stephen Ponder said it is primarily a timing issue as to when the projects are coming in and does not foresee a problem at this time. There were no further questions.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present the July RPCF Reports. Beaver said the Discharge Monitoring Report did report higher than normal ammonia for the 7 day average being at 2.25 (2.3 is limit). Beaver said that management had reduced the solids process by three (3) shifts and attributed to over-wasting therefore reaching close to the ammonia limit. The Industrial Pretreatment processed ten (10) self-monitoring reports and no industrial inspection noted. July 2022 surcharges were \$10,241.98 and the total for the FY 22 budget year is \$109,845.42. The FOG Report performed twenty-one (21) inspections for the month. There were a few issues addressed and the rest of the inspections were routine with nothing major to report. The Train II rehab is mostly complete and operational. After receiving five (5) bids for the biosolids, the top three (3) selected to be haulers for RWU. The RPCF has damages sustained from a lightning storm that gave us problems with automation and flow control but was identified and repaired quickly. There was 283 MG treated in July, with approximately 19 MG from Inflow and Infiltration. These flows included 5.06" of rain over seven (7) rain events. There were no questions.

Chairman Watkins recognized Jene' Huffman-Gilreath Shared Services Manager for the July IT Report.

Huffman-Gilreath stated IT continues to be very busy. New switches installed, and placed new Fortigates in service. Mapping and creating plans for new subnets on the network, assisted in moving employees around the utility during cubicle build out, and intense training and data integration for the new Tyler software. The field team has completed the move to the training center facility. There have been six (6) new cubicles installed in the Engineering Dept., four (4) new cubicles installed and shared location for the IT Dept. The Commission Room has new tables and chairs to create additional meeting room and replace training space.

The new security system installation has been ongoing for the Administration office, RPCF, and the towers. As well as, the governance policy for data access and control.

The Educational Assistance Plan currently has five (5) students enrolled in the upcoming fall classes with one (1) in technical training and four (4) others seeking a degree. Since AEP started in 2017: a) one completed Master's Degree, b) two completed Bachelor's Degree, c) one completed Technical Certification, and d) ten employees have taken courses. There were no questions.

Chairman Watkins recognized Brian Sartain, Utility Engineer for the July Engineering Reports. Sartain said plan review continues to be consistent with eight (8) new project submittals including 8<sup>th</sup> & Hudson, SOHO Development, Tidal Wave Auto Spa, IZARD Properties and others. Sartain said the delay for receiving materials is still an issue therefore causing delays for projects. Sartain noted the Water Usage Trend graph depicting peak water consumption in July, but trending lower and normalizing as

the drought has subsided. The Final Draft for the Wastewater Master Plan from Freese & Nichols was received ,and reviewed by staff with only minor comments. The report outlining the recent sewer smoke testing results from Trekk Design Group should be available for review very soon.

Engineering and RPCF staff conducted a site visit to industrial facility in WV to observe the Wyse Turbo dryer in operation and speak with its operators. Information gleaned from this visit allows us to develop a formal request for proposal. We have a meeting scheduled with the design team to finalize our request for the proposal. Commissioner Roger Surly asked about the class of the finished product. Sartain replied the finished product would be Class "A" Sludge.

Stephen Ponder Design Engineer presented the recommendation for the Engineering Consultant Selection of the Blossom Way Parallel Sewer Main-I 49 to Dixieland Rd. Staff recommends the selection of Crafton Tull for the project, allowing staff to request a proposal and negotiate a professional services agreement. Commissioner Travis Greene made a motion, second by Roger Surly to approve the selection of Crafton Tull for the Blossom Way Parallel Sewer Main-I 49 to Dixieland Rd Project as submitted. All in favor, motion carried.

Ponder continued with the recommendation for the Engineering Consultant Selection of the Blossom Way Sewer Improvements-Dixieland to 1<sup>st</sup>. Staff recommends the selection of Allgeier, Martin & Associates, Inc. for the project, allowing staff to request a proposal and negotiate a professional services agreement. Commissioner Travis Greene made a motion, second by Commissioner Roger Surly to approve the selection of Allgeier, Martin & Associates, Inc. for the Blossom Way Sewer Improvements-Dixieland to 1<sup>st</sup> Project as submitted. All in favor, motion carried.

Tony Kinion presented the recommendation for the Engineering Consultant Selection of the Hwy 12 Waterline Replacement: Linville Rd to the Bridge. Staff recommends the selection of Engineering Services, Inc. for the project, allowing staff to request a proposal and negotiate a professional services agreement. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to approve the selection of Engineering Services, Inc. for the Hwy 12 Waterline Replacement: Linville Rd to the Bridge as submitted. All in favor, motion carried.

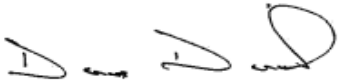
Brian Sartain presented Design a Contract Amendment (Amendment 3) for E Pine St Water/Sewer Replacement with CEI Engineering Associates, Inc. The original design agreement for the Pine St water main is \$25,000. Staff recommends approval of the design amendment for water and sewer design totaling \$12,225, bringing the total water/sewer portion of the contract to \$37,225.00 for which these expenses will be reimbursed to the City of Rogers. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve the CEI Engineering Associates, Inc. amendment 3 contract for a total amount of \$37,225.00 as submitted. All in favor, motion carried.

Chairman Watkins recognized Todd Beaver, RPCF Manager to request approval of Resolution No. 22-25 authorizing to purchase a John Deere Tractor and related equipment through the Source Well Cooperative Purchasing Program; waiving any further requirements of competitive bidding. This purchase is through P & K Equipment, Inc. of Springdale (a John Deere local authorized dealer) for \$86,813.96 plus shipping, any additional applicable taxes and other related expenses. Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve Resolution No. 22-25 as submitted. All in favor, motion carried.

Beaver continued with request of approval for Resolution No. 22-26 approving the ranking and selection of contractors for purchase and removal of biosolids from the Rogers Pollution Control Facility. The three (3) firms selected are Bordertown Farms, LLC, McFall Farms, LLC, and Shawn Pugh d/b/a SP Trucking. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve Resolution No. 22-26 as submitted. All in favor, motion carried.

With no further business, Chairman Watkins adjourned the meeting at 5:06 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dana Daniel', with a stylized flourish at the end.

Dana Daniel, Interim Acting Secretary/djw

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