

Rogers Waterworks and Sewer Commission

January 22, 2018

Minutes

The Rogers Waterworks and Sewer Commission held its rescheduled meeting at 4:00 PM Monday, January 22, 2018, in the Rogers Administration Building located at 601 S 2nd St. Present were Commissioners Travis Greene, Roger Surly, Don Kendall, and Mike Watkins. Commissioner Kathy McClure was absent. Present was Rogers Water Utilities staff Earl Rausch, Brent Dobler, Johnny Lunsford, Jene' Huffman-Gilreath, Jennifer Lattin, Brian Sartain, Stephen Ponder, Todd Beaver, Randy Watson, Vera Hall, and Donna Wilson. Others in attendance were Jerry Carmichael of the City of Rogers City Council and Robert Frazier of the Frazier Law Firm. Chairman Roger Surly called the meeting to order at 4:04 PM.

A motion was made by Commissioner Travis Greene, second by Commissioner Don Kendall to approve the minutes of the December 18, 2017 meeting as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Utilities Controller for the presentation of the December 2017 Financial Reports. Lattin stated water consumption for the month of December 2017 was down 4.61% from December 2016. Billed revenue was down 2.85%. The Water Department reported a profit of \$9,000 for the month ending December 31, 2017, and a loss of \$110,000 for the month ending December 31, 2016. Collections of access and impact fee revenue for F'Y' 18 are \$422,000, and are up from \$392,000 in F'Y' 17. Actual access and impact fee revenues are \$67,000 over budget in the Water Department for Fiscal Year 2018.

Sewer consumption for the month of December 2017 was down .98% from December 2016. Billed revenue was up .32%. The Sewer Department reported a profit of \$132,000 for the month ending December 31, 2017, and \$88,000 profit for the month ending December 31, 2016. Collections of access and impact fee revenue for F'Y' 18 are \$801,000, and are up from \$789,000 in F'Y' 17. Actual access and impact fee revenues are \$86,000 over budget in the Sewer Department for Fiscal Year 2018.

The Restricted and Unrestricted Funds Report show total funds are at \$34.0 million. \$8.7 million is restricted. The unrestricted funds are at \$10.1 million in Water and \$15.2 million in Sewer. Total funds on hand at December 31, 2016 were \$29.9 million. Year to date profit in the Water Department is more than the prior year and ahead of budget. Year to date profit in the Sewer Department is also more than the prior year and ahead of budget. Year to date collections of access and impact fees are over budget in both the water and sewer departments. There were no questions.

Chairman Surly recognized Brian Sartain, Utility Engineer for the presentation of the December Engineering Report. Sartain noted December proved to be a busy month for plan review. The West Village Development located on the Northwest Corner of Pinnacle Hills and Pauline Whitaker Parkway will consist of a high rise hotel, shops, with condos and townhomes. Chairman Surly asked if there

was adequate infrastructure to support this project. Sartain replied that water and sewer mains in the area have adequate capacity. Commissioner Travis Greene asked about the boundary location near Goad Springs Road in Springdale. Sartain said that Lakewood Subdivision located in Lowell defines the water service boundary between Rogers and Springdale. The preconstruction meeting was held for the Stream Stabilization Waterline Project and anticipates starting soon. The recoating of the Prairie Creek Elevated Storage Tank is underway by Classic Protective Coatings, Inc. He provided a graph depicting a breakdown showing a total of 343 reviews completed in 2017. He said the data actually presents the handling of more projects with fewer reviews. Chairman Surly asked what in specific helped this accomplishment. Sartain explained a number of improvements has been made including educating the consultants on how to be better prepared in providing details and specifications, and also a checklist of items is provided on the RWU website. There were no further questions.

Chairman Surly recognized Todd Beaver, RPCF Manager to present the December Reports. The Discharge Monitoring Report Summary has good results. The Osage Creek Monitoring Report should be available next month. The FOG Report has made changes to the database in order to facilitate inspection tracking and future summary statistics such as inspections conducted in Spanish are now included in the database. Efforts are continuing to encourage proper grease interceptor maintenance and to develop programs that encourage clean kitchen practices. SEP is now in the post construction phase, requiring treatment optimization and increased monitoring of effluent. They have submitted six sets of lab results for December and all pollutants were well within permit limits including CBOD. There has been a delay in getting the new level sensors replaced into the SCADA System due to the contractor having health issues but are scheduled to replace the problematic equipment soon. Beaver welcomed Katy Stark (class IV treatment license) a new addition to the RPCF team, this achieves being fully staffed. There were no questions.

Chairman Surly recognized Brent Dobler, Operations Manager for the presentation of the December Operation Reports. Dobler briefly reviewed graphs from various departments. The recent cold weather conditions resulted in less locates and a higher number of service calls mostly related to private line issues. Dobler praised the efforts of our meter readers/service techs for taking extra time to install pit adapters to plug the holes in the meter box lids. We estimated about 24 meters were reported frozen. Considering the amount of growth, shutoffs continue to be lower with data showing 3,329 shutoffs in 2017. CCTV inspection had some equipment down and the camera personnel was moved to fulfill other crews when short. The Vac-con flush truck shows 848,289 If was completed in 2017. We have approximately 400 miles of sewer line in our system so continuance of flushing sewer lines helps prevent sewer backups. The leak detection crew did not have any activity during the extreme cold weather and also assisted other crews when needed. We have an estimated total of 12,500 valves currently in our system, with data indicating 1,420 valves exercised in 2017. The Lost Water Report is at 15% for the last (12) months, and 15% for the month. The December average daily water usage was 7.56 MGD with a single daily use high of 9.63MGD. There were no questions.

Chairman Surly recognized Earl Rausch, Utilities Superintendent to request the Commission's approval of the USGS-Osage Creek Monitoring Contract. Rausch stated this has been ongoing for sometime but

was never recognized by the RWWSC. It is a joint-funding agreement between the United States Geological Survey (USGS) and Rogers Water Utilities for the period of January 01, 2018 through December 31, 2018. The agreement is to maintain the Osage Creek near Cave Springs stream gauge and collects turbidity and conductivity data. The fixed cost of this agreement is \$41,000 to be billed quarterly to Rogers Water Utilities. Rausch said it is with verbal understanding that the City of Rogers will reimburse Rogers Water Utilities one half (1/2) being \$20,500 of the total cost. After discussion, Commissioner Don Kendall made a motion, second by Commissioner Travis Greene to approve the joint-funding agreement with USGS-Osage Creek Monitoring Contract for a total of \$41,000 with one half (1/2) of the cost \$20,500 to be reimbursed from the City of Rogers. All in favor, motion carried. Rausch noted to the Commission that Rogers City Ordinance No. 18-01 was authorized to amend the agreement with Inland Waste Solutions for an increase of \$.70 to go into effect February 1, 2018. The new trash+recycle monthly charge will be \$15.15 for the 96 gal curbside service and \$14.72 for the 64 gal curbside service. The monthly trash billing for residential inside Rogers City limits is included on the Rogers Water bills.

Chairman Surly recognized Jennifer Lattin, Utilities Controller to present an agreement with HDR Engineering, Inc for Professional services known as the 2018 Water and Sewer Rate and Fee Study as follows: Task 1) Sewer Rate Study, Task 2) Water and Sewer Access and Impact fees, Task 3) Review of Industrial High-Strength Surcharges, and Task 4) Water Rate Study. The Scope of Services, by Task 1 through 4 is outlined as a single study, or a contract for individual tasks on an as-needed basis. The summary of the total project fees for Task 1 through 4 has a combined total of \$99,885. If all Tasks 1 through 4 are selected, the fee would be discounted by \$5,270 for a grand total of \$94,615. As outlined, Task 1, 2, and 3 would impact Fiscal Year 18 and the remaining \$31,185 Task 4 would be in next Fiscal Year 19. Lattin said staff recommends that Task 1 through 4 be approved as submitted in the amount of \$94,615. She stated these amounts should be covered without requiring a budget amendment. After discussion, Commissioner Don Kendall made a motion, second by Commissioner Travis Greene to approve the agreement with HDR Engineering, Inc in the amount of \$94,615 as submitted. All in favor, motion carried.

Lattin then presented Resolution No. 18-01 requesting authorization of destruction of certain accounting records of Rogers Water Utilities. The Resolution No. 18-01 along with the affidavit hereto is attached as Exhibit A. A motion was made by Commissioner Travis Greene, second by Commissioner Mike Watkins approving Resolution 18-01 as submitted. All in favor, motion carried.

Chairman Surly recognized Brian Sartain, Utility Engineer to present Resolution No. 18-02 requesting vacation of a certain part of Pecan Street between South 1st Street and South 2nd Street in Rogers, Arkansas. Sartain said that the area currently defined as a public street has been in use by RWU as a parking lot and secure area for some time, and after extensive research there was no records found indicating a street closure. Upon approval of the resolution by the Commission, the issue will go before the City Council. A motion was made by Commissioner Don Kendall, second by Commissioner Mike Watkins to approve Resolution No. 18-02 as submitted. All in favor, motion carried.

With no further business, Chairman Surly adjourned the meeting at 4:48 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Earl Rausch".

Earl Rausch, Acting Secretary/djw

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