

Rogers Waterworks and Sewer Commission

March 27, 2017

Minutes

The Rogers Waterworks and Sewer Commission held its rescheduled meeting at 4:00 PM Monday, March 27, 2017 in the Rogers Water Administration Building. Present were Commissioners Kathy McClure, Travis Greene, Roger Surly, Don Kendall, and Mike Watkins. Present was Rogers Water Utilities staff Brent Dobler, Johnny Lunsford, Todd Beaver, Joyce Johnson, Jennifer Lattin, Jene' Huffman-Gilreath, Brian Sartain, Vera Hall, Randy Watson, Debbie Putman, and Donna Wilson. Others in attendance were Robert Frazier of the Frazier Law Firm and April Wallace of the Northwest Arkansas Democrat Gazette. Chairman Roger Surly called the meeting to order at 4:00 PM.

A motion was made by Commissioner Kathy McClure, second by Commissioner Don Kendall to approve the minutes of the February 21, 2017 meeting as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Utilities Controller for the presentation of the February 2017 Financial Reports. Lattin stated that water consumption for the month of February 2017 was up 11.38% from February 2016. Billed revenue was up 9.07%. The Water Department reported income of \$75,000 for the month ending February 28, 2017, income of \$9,000 for the month ending February 28, 2016. Collection of access and impact fee revenue for F'Y' 17 are \$532,000 and up from \$410,000 in F'Y' 16. Actual access and impact fee revenues are \$145,000 over budget in the Water Department for Fiscal Year 2017.

Sewer consumption for February 2017 was up 6.15% from February 2016. Billed revenue was up 4.33%. The Sewer Department reported a profit of \$236,000 for the month ending February 28, 2017, and \$202,000 profit for the month ending February 28, 2016. Collection of access and impact fee revenue for F'Y' 17 are \$1,058,000, and up from \$848,000 in F'Y' 16. Actual access and impact fee revenues are \$258,000 over budget in the Sewer Department for Fiscal Year 2017.

The Restricted and Unrestricted Funds Report show total funds are at \$30.8 million. \$9.5 million is restricted. The unrestricted funds are at \$8.5 million in Water and \$12.8 million in Sewer. Total funds on hand at February 28, 2016 were \$33.6 million. Year to date profit in the Water Department was more than the prior year and ahead of budget. Year to date profit in the Sewer Department is marginally less than last year but 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 February Engineering Report. Sartain highlighted the plan review summary making note of the active areas currently being developed. He noted a decrease in residential/apartments with the commercial and retail development remaining consistent. Commissioner Greene asked the status of the Scissortail project. Sartain said they are trying to resolve some issues with the lift station, hoping to have completion of the final plat soon. Due to some design revisions to avoid conflict of utilities, the I-49 and

71 B interchange will likely be 80% reimbursable by the Arkansas Highway & Transportation Department. The Monte Ne Rd Project is approximately 40% of completing utility relocations. The approximate 335 feet of waterline replacement from E Walnut St to E Chestnut St, relating to the redevelopment of the downtown area expects to begin next month. The bids for repainting the Tower Park Ground Storage Tank should be available next month. There were no further questions.

Chairman Surly recognized Todd Beaver, RPCF Manager for the presentation of the February RPCF Reports. There was no Osage Creek Monitoring Report for this month. Beaver stated that the monitoring of Dissolved Oxygen (DO) is not provided on the report but indicated concern with results due to having (earlier than normal) warmer temperatures in the lake. DO is a measurement of how much oxygen is dissolved in the water. He said with us having one of the higher DO requirements in the state, we could face some challenges ahead to comply with these requirements. Chairman Surly asked if other neighboring utilities have the same requirements. Beaver said no, most likely this issue will be addressed with Arkansas Dept of Environmental Quality (ADEQ) at the time of permit renewal to possibly obtain lower oxygen limits. Beaver stated that we have not yet received the required engineering reports as requested within the Administrative Compliance Order from Southeast Poultry (SEP). Monitoring is continuing and Attorney Robert Frazier is in communication with SEP. The FOG Program is continuing to verify compliance with GI pumping and saturation. Effective communication with all FSEs will help to know what is expected under City Code, and actions required of the findings of the inspection will also help to increase awareness of pumping requirements. There were no further questions.

Chairman Surly recognized Brent Dobler, Operations Manager for the presentation of the February Operations Reports. Dobler reviewed the data from the various departments. Locates are still moving upward due to increased development. Service calls remain consistent. Shutoffs have a downward trend. Dobler stated robo texting should start next month that will allow us to contact our customers utilizing different options. The CCTV inspection is now in full operation with the new camera truck online. The Vac-Con Report still has good results. The sewer flushing of 57,750 feet has increased over the past year but is about the same as the previous month. The valve exercising is down due to the manpower being utilized in valve locating primarily concentrating in the commercial areas. We have initiated locating the valves for our emergency plan such as being able to make certain Mercy can meet its needs. We have installed over 3,720 total meters in the change-out program thus far in F'Y' 17. The Lost Water Report is at 15% for the last twelve (12) months, and 13% for the month. The February average daily water usage was 7.55 MGD with a single daily use high of 8.70 MGD. There were no questions.

Chairman Surly recognized Jene' Huffman-Gilreath, Shared Services Manager to request approval of Resolution No. 17-07 authorizing Joyce Johnson to provide attestations for resolutions and other documents, and to perform other tasks of the Acting Secretary of the Rogers Waterworks and Sewer Commission during the absence of Earl Rausch. Commissioner Don Kendall made a motion, second by Commissioner Kathy McClure to approve Resolution No. 17-07 as submitted. All in favor, motion carried.

Chairman Surly recognized Todd Beaver, RPCF Manager to present Resolution No. 17-08 for approval to purchase a Polyblend Polymer Feed System for use at the Rogers Pollution Control Facility; authorizing expenditure of funds for the purchase; waiving competitive bidding. Chairman Surly asked the main purpose of a Polyblend Polymer Feed System. Beaver explained that polymer allows for removal of water in the solids, which provides a higher percentage of solids. This chemical process helps to reduce the amount of gas needed for the dryer, making it cheaper and more efficient. Commissioner Kathy McClure asked how long it will take. Beaver said it will take approximately 6 weeks plus one week to self install. Chairman Surly asked if this was allocated in the budget. Joyce Johnson replied yes. There were no further questions. Commissioner Travis Greene made a motion, second by Commissioner Mike Watkins to approve Resolution No. 17-08 as submitted to purchase the Polyblend Polymer Feed System from Environmental Technical Sales for \$23,278.61. All in favor, motion carried.

Beaver continued with requesting approval of Resolution No. 17-09 for the replacement of solid lube bearings and rotor seal packing for the sludge dryer at the Rogers Pollution Control Facility; authorizing expenditure of funds for the parts and services; waiving competitive bidding. Chairman Surly asked if this is replacement of the original bearings. Beaver replied yes. There were no further questions. Commissioner Kathy McClure made a motion, second by Commissioner Travis Greene to approve Resolution No. 17-09 as submitted to replace the solid lube bearings and rotor seal packing from Desorber Service Solutions for \$38,810.69. All in favor, motion carried.

Chairman Surly recognized Jene' Huffman-Gilreath to present Resolution No. 17-10 designating Safety and Health Program Consulting Services, and/or inclusive services, as professional services which will not be procured through competitive bidding. Commissioner Travis Greene asked about the cost and who might be selected. Attorney Robert Frazier assured the Commission that this request is solely for the approval to use the RFQ process, we will not know the cost until selection has been made. Commissioner Don Kendall asked exactly what is involved. Todd Beaver explained the RPCF and Fields Ops would have various jobsites observed and assessments will be made according to job classifications. Recommendations would then be submitted to promote a more safe and healthy environment for employees. Chairman Surly asked what credentials would be needed. Beaver stated this selection would primarily reflect a history associated with water utilities and confirmed that background references also be available for contact. There were no further questions. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve Resolution No. 17-10 as submitted designating Safety and Health Program Consulting Services as professional services. All in favor, motion carried.

Chairman Surly recognized Joyce Johnson, Business Manager to present Resolution No. 17-11 authorizing Jene' Huffman-Gilreath to represent the interests of the Rogers Waterworks and Sewer Commission and the Rogers Water Utilities with respect to the Northwest Arkansas Nutrient Trading Research and Advisory Group (NANTRAG). Johnson said this appointment authorizes her to perform the various functions and roles presently performed by Earl Rausch with respect to the Group. Ms. Huffman-Gilreath shall serve in this capacity during Mr. Rausch's absence, and upon Mr. Rausch's return to duty, shall, along with Mr. Rausch at his direction, continue to serve in this capacity as desired by Mr. Rausch.

Commissioner Travis Greene made a motion, second by Commissioner Don Kendall to approve Resolution No. 17-11 as submitted authorizing Jene' Huffman-Gilreath to represent the interests of the RWWSC and RWU with respect to the Northwest Arkansas Nutrient Trading Research and Advisory Group. All in favor, motion carried.

Jene' Huffman-Gilreath, Shared Services Manager requested approval of Resolution No. 17-12 an engagement agreement between the Northwest Arkansas Nutrient Trading Research and Advisory Group and Mitchell Williams Law Firm. This proposed Agreement for Legal Services has been presented to the Group and a draft Memorandum of Understanding (MOU) are attached (exhibits 1-2). Commissioner Kathy McClure made a motion, second by Commissioner Don Kendall to approve Resolution No. 17-12 as submitted. The engagement agreement and the MOU, total fees and costs under the proposed engagement shall not exceed \$80,000.00 without the prior express written authorization of each member of the Group. All in favor, motion carried.

Chairman Surly addressed Todd Beaver, RPCF Manager requesting approval of Resolution No. 17-13 approving disposal of biosolids on a temporary basis without competitive bidding. Commissioner Don Kendall made a motion, second by Commissioner Kathy McClure to approve Resolution No. 17-13 as submitted for temporary disposal of biosolids. All in favor, motion carried.

With no further business, Chairman Surly adjourned the meeting at 4:51 PM.

Respectfully submitted,



Earl Rausch, Acting Secretary/djw

By Joyce Johnson, with authorization from
The Rogers Waterworks and Sewer Commission