

## Rogers Waterworks and Sewer Commission

April 15, 2019

### Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, April 15, 2019, in the Rogers Water Utilities Administration Building located at 601 S 2<sup>nd</sup> St. Present were Commissioners Roger Surly, Travis Greene, Kathy McClure, Don Kendall, and Mike Watkins. Present was Rogers Water Utilities staff Brent Dobler, Johnny Lunsford, Jene' Huffman-Gilreath, Joyce Johnson, Jennifer Lattin, Todd Beaver, Brian Sartain, Aaron Short, Debbie Putman, Vera Hall, Dana Daniel, and Donna Wilson. Also in attendance was Jerry Carmichael from Rogers City Council, Lance Jobe from City of Rogers, Larry Gregory from Garver, and Robert Frazier of the Frazier Law Firm. Chairman Kathy McClure called the meeting to order at 4:00 PM.

Brian Sartain, Utility Engineer recognized Tony Kinion, Chief Engineering Inspector for passing his Class IV Water Distribution Exam. The Commission expressed congratulations.

A motion was made by Commissioner Mike Watkins and second by Commissioner Don Kendall to approve the minutes of the March 18, 2019 meeting as submitted. All in favor, motion carried.

Chairman Kathy McClure recognized Jennifer Lattin, Controller to present the March 31, 2019 financial reports. Lattin stated that Water consumption for the month of March 2019 was up 2.72% from March 2018. Billed revenue was up 1.80%. The Water Department reported a loss of \$19,000 for the month ending March 31, 2019, and a loss of \$40,000 for the month ending March 31, 2018. Collection of access and impact fee revenue for F'Y' 19 are \$432,000, and are down from \$558,000 in F'Y' 18. Actual access and impact fee revenues are \$206,000 under budget in the Water Department for Fiscal Year 2019.

Sewer consumption for March 2019 was up 1.93% from March 2018. Billed revenue was up 1.63%. The Sewer Department reported a profit of \$187,000 for the month ending March 31, 2019, and \$127,000 profit for the month ending March 31, 2018. Collection of access and impact fee revenue for F'Y' 19 are \$1,016,000, and are down from \$1,113,000 in F'Y' 18. Actual access and impact fee revenues are \$372,000 under budget in the Sewer Department for Fiscal Year 2019.

Lost water is at 16% for the last twelve (12) months, while being at 22% for the calendar year, and 27% for the month.

The Restricted and Unrestricted Funds Report show total funds are at \$37.9 million. \$8.6 million is restricted. The unrestricted funds are at \$12.4 million in Water and \$16.9 million in Sewer. Total funds on hand at March 31, 2018 were \$35.6 million. The year to date profit in the Water Department is more than the prior year and ahead of budget. The 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 under budget in both the Water and Sewer Departments. There were no questions.

Chairman McClure recognized Brian Sartain, Utility Engineer for the presentation of the March engineering report. Sartain noted that strong activity continues on I 49. Wire Ridge and Pine Street are new subdivisions listed and new restaurants include Torchy's Tacos and Walk-On's. Other new development includes Pinnacle Heights, Promenade Commons, NWA Ground Services, Animal Medical Center at Pinnacle Hills as well as an expansion for the Walmart AMP. We will be receiving the bids next week for The Sanitary Sewer Manhole Rehab and Repair. After the pre-con meeting held last week for the Pleasant Grove Rd Phase III project, it appears to be a July start date. Sartain said the 46<sup>th</sup> Street Realignment Project has been cancelled. Sartain stated that the proposed completion date for the RPCF Solids Handling Facility Improvements project has been extended to November 29, 2019. Primarily the delay is due to the suppliers getting the submittals approved by the engineer. The field work is going well and slightly ahead of schedule. The approved total contract amount was \$7.74 million with \$620,204 contingency allowance and thus far \$167,190 has been used. Sartain said he expects to stay within the budget. There were no questions.

Chairman McClure recognized Todd Beaver, RPCF Manager to present the March reports. The Discharge Monitoring Report had no permit violations. Beaver did point out the significant increased ammonia indicated on the report, being suspicious of quaternary ammonia (somewhat difficult to detect) will research within the industrial users to identify the increased discharge. The cross training is continuing to go well with the FOG and Industrial Pretreatment programs. The FOG summary reported near (30) thirty FSE's were visited with mostly inspections and a few follow up inspections to establish an adequate pumping frequency. Beaver noted the surcharges listed for March and is waiting on a response from HDR for consideration of the rates currently being used. The packaged biology solution clearly failed to offer no benefit to our foaming problem and caused us problems in our solids handling. We have isolated our foaming issue to a Nocardia outbreak in our biology. We will attempt to chlorinate our RAS line to reduce the Nocardia and simultaneously reduce our sludge age by reducing our MLSS. Beaver announced that (2) two RPCF employees have obtained their Class I Wastewater License. ADEQ performed their annual inspection and we expect a full report soon. 278 MG was treated in March with 67.2 MG additional flow treated with an average flow of 8.97 MGD including 3.28" of rain over (9) nine events. There were no questions.

Chairman McClure recognized Johnny Lunsford, Construction and Maintenance Manager for presentation of the March Operation Reports. Lunsford stated that the problems with the boring contractors have significantly decreased. This is largely due to the boring contractors being very receptive to the pre-con meetings with RWU as well as including other utilities. ADEQ recently performed inspections of the RWU lift stations and found no significant issues except needing visual addresses on site. There were no questions.

Chairman McClure recognized Kathy Clay, Office Manager to present the Annual report for the RWU Identity Theft Prevention Program (Red Flag Policy). The Annual Report was accepted as submitted, having no exceptions of identity theft. There were no questions.

Chairman McClure recognized Brent Dobler, Utility Superintendent to present Resolution No. 19-06 amending the Compensation Administration Policy for RWU: amending certain pay ranges. Staff recommends approval of the proposed ranges reflective of the changes implemented by the latest Johansen study including a (4) four percent increase. Commissioner Travis Greene made a motion, second by Commissioner Roger Surly to approve Resolution No. 19-06 with exhibit as submitted. All in favor, motion carried.

Dobler continued with the presentation of Resolution No. 19-07 requesting approval of the pool for merit pay increased funds for RWU for the next budgeted year. Staff recommends for increase of present pay for employees using a 2020 budget of \$135,034 based on employee merit performance results and market pay adjustments. Commissioner Roger Surly made a motion, second by Commissioner Don Kendall to approve Resolution No. 19-07 with exhibit as submitted. All in favor, motion carried.

Chairman McClure recognized Todd Beaver to request approval of Resolution No. 19-08 approving purchase of YSI monitoring equipment for (2) two online sampling stations at the RPCF; waiving competitive bidding. This is a budgeted item. Commissioner Roger Surly asked about the timeline. Beaver replied that it should be within 3-4 weeks. It may take more time to get it online as this work will be incorporated with the PLC Replacement and Scada Update. Commissioner Roger Surly made a motion, second by Commissioner Don Kendall to approve Resolution No. 19-08 authorizing purchase of monitoring equipment for RPCF from Jack Tyler Engineering, Inc. of Little Rock in the amount of \$34,909.00 as submitted. All in favor, motion carried.

Chairman recognized Brian Sartain to present approval of the designation of street right of way on W. Pleasant Grove Rd. Staff is requesting authorization for the Management of RWU to cause appropriate agreements, documents and instruments to be negotiated, prepared and executed, in consultation with counsel, engineers and other appropriate professionals, to create a proposed right of way, a proposed drainage easement, for the West Pleasant Grove Road Extension Project. Commissioner Roger Surly made a motion, second by Commissioner Travis Greene to approve the designation of street right of way on W Pleasant Grove Rd. All in favor, motion carried.

Sartain continued with requesting approval of Preliminary Design Contract for Uptown I-49 & Oak Street Overpasses. These services include preliminary engineering to relocate water and sanitary sewer facilities affected by the construction of the proposed Uptown I-49 overpass and associated roadway improvements. Staff recommends approval of \$16,725.00 for the Uptown I-49 Overpass and \$21,125.00 for the Oak Street I-49 Overpass Water and Sewer Relocations. Commissioner Roger Surly made a motion, second by Commissioner Don Kendall to approve reimbursement to the City of Rogers for a total of \$37,850.00. All in favor, motion carried.

Chairman McClure recognized Jene' Huffman-Gilreath, Shared Services Manager for the bid results held on April 3, 2019 for RWU Property Insurance. One bid was received from Rogers Insurance Agency. Huffman-Gilreath stated this is the last year of a (3) three year fixed rate with Rogers Insurance Agency. A motion was made by Commissioner Travis Green, second by Commissioner

Roger Surly to accept the property insurance bid from Rogers Insurance Agency with a \$10,000 deductible including earthquake coverage for a total amount of \$44,607 as submitted. All in favor, motion carried.

Huffman-Gilreath continued with a request to bid Janitorial Services for RWU and RPCF. The current provider JanStaff, Inc. has requested to be let out of the current contract that will end April 30, 2019. Commissioner Roger Surly made a motion, second by Commissioner Mike Watkins to allow JanStaff to end the current contract with RWU as of April 30, 2019, as well as approval to bid for new janitorial services. All in favor, motion carried.

Further, Huffman-Gilreath requested approval to hire interim janitorial services for RWU and RPCF. After discussion, Commissioner Roger Surly made a motion, second by Commissioner Mike Watkins to approve the request to hire interim janitorial services for RWU and RPCF. All in favor, motion carried.

A request to bid for Annual Landscaping Services was presented by Huffman-Gilreath. She stated our current contract has been with Grey Barn for approximately eight years. She said services had not been performed satisfactorily and new quoted prices for additional requests were extremely costly. Commissioner Roger Surly made a motion, second by Commissioner Don Kendall for approval to allow RWU to bid for Annual Landscaping Services. All in favor, motion carried.

With no further business, the meeting was adjourned at 4:43 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Brent Dobler', is written over a light blue horizontal line.

Brent Dobler, Acting Secretary/djw

File:rwWSCmin041519