

## Rogers Waterworks and Sewer Commission

April 16, 2018

### Minutes

The Rogers Waterworks and Sewer Commission held its regular scheduled April meeting at 4:00 PM Monday, April 16, 2018, in the Rogers Administrative Building located at 601 S 2<sup>nd</sup> St. Present were Commissioners Kathy McClure, Travis Greene, Roger Surly, Don Kendall, and Mike Watkins. Present was Rogers Utilities staff Earl Rausch, Brent Dobler, Johnny Lunsford, Jennifer Lattin, Jene' Huffman-Gilreath, Todd Beaver, Brian Sartain, Aaron Short, Stephen Ponder, Terry McCauley, Mark Landis, Jaime Garcia, Jordan Waterhouse, Debbie Putman, Randy Watson, Jordan Muller, Brandon Carnahan, Vera Hall, and Donna Wilson. Others in attendance were Nicole Hardiman from the Illinois River Watershed Partnership, Lori Ericson from the City of Rogers Community Development, Thomas Dunlap and Jamaikhan Dickey from the City of Rogers Human Resources, and Robert Frazier of the Frazier Law Firm. Chairman Roger Surly called the meeting to order at 4:02 PM.

A motion was made by Commissioner Travis Greene, second by Commissioner Kathy McClure to approve the minutes from the March 19, 2018 meeting as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Utilities Controller for the presentation of the March 2018 Financial reports. Lattin stated water consumption for the month of March 2018 was down 1.97% from March 2017. Billed revenue was up .50%. The Water Department reported a loss of \$40,000 for the month ending March 31, 2018, income of \$1,000 for the month ending March 31, 2017. Collection of access and impact fee revenues for F'Y' 18 is \$558,000 and is down from \$574,000 in F'Y' 17. Actual access and impact fee revenues are \$26,000 over budget in the Water Department for Fiscal Year 2018.

Sewer consumption for March 2018 was down 2.19% from March 2017. Billed revenue was down .30%. The Sewer Department reported a profit of \$127,000 for the month ending March 31, 2018, and \$193,000 profit for the month ending March 31, 2017. Collections of access and impact fee revenue for F'Y' 18 are \$1,113,000 and down from \$1,149,000 in F'Y' 17. Actual access and impact fee revenues are \$40,000 over budget in the Sewer Department for Fiscal Year 2018.

The Restricted and Unrestricted Funds Report show total funds are at \$35.6 million. \$9.7 million is restricted. The unrestricted funds are at \$10 million in Water and \$15.8 million in Sewer. Total funds on hand at March 31, 2017 were \$31.6 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. Lattin said the year-to date industrial revenue indicated a decrease, which appears to be largely due to a decrease in usage by RWU's largest industrial customer, Tyson. Commissioner Don Kendall asked how great of an impact is predicted. Lattin stated that the upcoming FY19 budget considers a reduction of water and sewer industrial

usage of approximately fifteen (15) % reduction. However, by 2025, Tyson indicated implementation of a new program to reduce water usage by 25%. There were no further questions.

Chairman Surly recognized Brian Sartain, Utility Engineer for the presentation of the March Engineering Report. Sartain said plan reviews remains strong. Some of the projects noted are three (3) new restaurants, Highland Knolls office space on Pinnacle Hills Parkway and church expansions. Walmart #5260 located on W Pleasant Grove Road will be expanding their online grocery pickup. Sartain gave an update of the ongoing construction projects. The survey has been completed for the Backup Generator Improvements for the Shadow Valley Lift Station. Engineering is currently studying the feasibility of the construction of a lift station to serve areas west of Osage Creek near Hwy 112, and possible sites are being evaluated. The Sanitary Sewer Pipe Trenchless Rehab is being delayed to allow additional time to collect more data to better identify the needs to correct the inflow and infiltration problems in the sanitary sewer. Continuing, Sartain shared some photos from the ongoing RPCF Train I Rehab. The 30% design meeting with Garver and Crossland Heavy Contractors was held, and estimates based on the preliminary design came in below the \$8.2 million budget as initially reported for the Solids Handling Facility project. There were no questions.

Chairman Surly recognized Todd Beaver, RPCF Manager to present the March Reports. Beaver said the RPCF had a good month as reported within permit requirements. The Industrial Pretreatment is progressing with no issues but did have some surcharges reported. Shown on a graph, Tyson of Rogers has established a policy of reducing the gallons of water used per pound of final product up to 25% by 2025. The FOG report was not available due to a technician's resignation without notice. The Scada System had some reprogramming done by Bear Automation, correcting some issues with the PLC software. Heavy March rain events resulted in two (2) overflows reported to the ADEQ. There was 346.6 MG treated in March producing an extra 121.85 MG throughout eight (8) rain events.

Chairman Surly recognized Brent Dobler, Operations Manager for presentation of the March Operation Reports. Dobler addressed the Inflow and Infiltration concerns describing heavy concentration in three areas. He said using a "boat" provided by Bentonville Water, enables us to float our camera in larger diameter mains which helps us identify problems. If a contractor hits our waterline, it's quickly identified. If a contractor bores into our sewer line it may not be recognized as early. Also, manually walking and examining manholes helps recognize problem areas. We are hanging new measurement devices in the manholes and have repaired the transmitters in the diversion boxes. The additional data that is collected can be utilized in saving cost and man hours of research in a future sewer study. Dobler shared a photo showing our sewer crew making a night repair at the intersection of 8<sup>th</sup> St and Olive St. He acknowledged the risks and danger to our employees and reinforces that all safety precautions are taken. In this case, the Rogers Police Dept. provided assistance with traffic control in this heavy traveled area. We will continue to monitor directional drilling contractors. Locates are continuing to rise and shutoffs remain consistent. The CCTV inspection will show a decline while the crews are temporarily working with the new apparatus. The Lost Water Report is at 15% for the last twelve (12) months, and 26% for the month. The March 2018 average daily water usage was 7.51 MGD with a single daily use high of 9.06 MGD. There were no questions.

Earl Rausch recognized Nicole Hardiman, Executive Director of the Illinois River Watershed Partnership. She gave a presentation that outlined different services that are being provided through the sponsorship of the Illinois River Watershed Partnership. She expressed appreciation to the RWWSC and the City of Rogers for their support that provides opportunities to continue education, monitoring, conservation, and restoration projects throughout the Illinois River Watershed.

Chairman Surly recognized Jennifer Lattin, Utilities Controller to present the Annual report for the RWU Identity Theft Prevention Program (Red Flag Policy). The Annual Report was approved having no exceptions of identity theft. There were no questions. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve the Annual Report for the RWU Identity Theft Prevention Program as submitted. All in favor, motion carried.

Chairman Surly recognized Jene' Huffman-Gilreath, Shared Services Manager for the bid results held on April 10, 2018 for RWU Property Insurance. One bid was received from Rogers Insurance Agency with a \$10,000 deductible in the amount of \$44,364 for one year, with earthquake coverage added, for an additional \$243. A motion was made by Commissioner Travis Greene, second by Commissioner Mike Watkins 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.

Chairman Surly recognized Jordan Waterhouse, Senior Programmer to present request for approval to negotiate with Paymentus as the selected Credit Card & Debit Card Bill Payment Provider from RPF. Waterhouse explained the results of advertising for RFP for credit card and debit card bill payment options. Of the four (4) proposals received, staff evaluated and ranked Paymentus with the highest score based on the following evaluation standards listed in the RFP:

- a) Functionality, Operational Capability, and Client Support
- b) Total Cost
- c) Company Background, Experience, and Reputation
- d) Overall Responsiveness to the RFP

After discussion, staff recommends approval to authorize RWU Management to negotiate the terms and enter into a contract with Paymentus as the selected Credit Card & Debit Card Bill Payment Provider. Commissioner Don Kendall asked about the length of the contract. Attorney Robert Frazier said this contract would be for one (1) year and renewable up to seven (7) years. Commissioner Kathy McClure made a motion, second by Commissioner Don Kendall to approve authorization of RWU Management to negotiate the terms and enter into a contract with Paymentus as submitted. All in favor, motion carried.

Chairman Surly recognized Thomas Dunlap, City of Rogers Human Resource Director. Dunlap provided a copy of the current job description for the Utilities Superintendent position. He explained different options available with regards to the procedures of accurately posting the vacancy. After discussion, the RWWSC agreed to direct Dunlap to post the Utility Superintendent's position of vacancy onto the City of Rogers and other publications/websites in the surrounding states.

With no further business, Chairman Roger Surly adjourned the meeting at 5:29 PM.

Respectfully submitted,

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

Earl Rausch, Acting Secretary/djw

File:rwwsmin041618