

Rogers Waterworks and Sewer Commission

April 17, 2017

Minutes

The Rogers Waterworks and Sewer Commission held its regular scheduled meeting at 4:00 PM Monday, April 17, 2017 in the Rogers Water Administration Building. 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, Brian Sartain, Stephen Ponder, Joyce Johnson, Jene' Huffman-Gilreath, Jennifer Lattin, Debbie Putman, Vera Hall, Randy Watson, Hortencia Sanchez, Michelle Williams, and Donna Wilson. Todd Beaver arrived late. Others in attendance were Robert Frazier of the Frazier Law Firm, Chris Robinson of Fisher Arnold, and April Wallace of the Northwest Arkansas Democrat Gazette. Chairman Roger Surly called the meeting to order at 4:00 PM.

Jennifer Lattin Utilities Controller presented Hortencia Sanchez Customer Service Rep, with a gift of appreciation and a certificate for (10) ten years of service. The Commission showed their appreciation.

A motion was made by Commissioner Travis Greene, second by Commissioner Don Kendall to approve the minutes of the March 27, 2017 meeting as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Utilities Controller for the presentation of the March 2017 Financial Reports. Lattin stated that water consumption for the month of March 2017 was up 3.33% from March 2016. Billed revenue was up 3.12%. The Water Department reported profit of \$1,000 for the month ending March 31, 2017, income of \$1,000 for the month ending March 31, 2016. Collection of access and impact fee revenue for F'Y' 17 are \$574,000 and up from \$478,000 in F'Y' 16. Actual access and impact fee revenues are \$139,000 over budget in the Water Department for Fiscal Year 2017.

Sewer consumption for March 2017 was up 1.52% from March 2016. Billed revenue was up 1.85%. The Sewer Department reported a profit of \$193,000 for the month ending March 31, 2017, and \$203,000 profit for the month ending March 31, 2016. Collection of access and impact fee revenue for F'Y' 17 are \$1,148,000, and are up from \$958,000 in F'Y' 16. Actual access and impact fee revenues are \$249,000 over budget in the Sewer Department for Fiscal Year 2017.

The Restricted and Unrestricted Funds Report show total funds are at \$31.6 million. \$9.6 million is restricted. The unrestricted funds are at \$8.9 million in Water and \$13.1 million in Sewer. Total funds on hand at March 31, 2016 were \$34.2 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 department. Chairman Surly questioned the lost water at 23%.

Joyce Johnson replied that is largely due to the time factor of water purchases and the billing schedule. Water usage is billed out in arrears. There were no further questions.

Chairman Surly recognized Brian Sartain, Utility Engineer for the presentation of the March Engineering Report. Sartain highlighted the plan review summary noting the widespread area of development. He noted some retail and a 400 unit apartment complex developing around the NW corner of Dixieland Rd and Pleasant Grove Rd. The Cross Creek Sewer Lift Station Improvements should be completed in approximately 2-3 weeks. The utility relocations on the Monte Ne Rd Project are approximately 40% complete. Sartain said the notice to proceed has been released for Corgill Construction to begin with the Sanitary Sewer Manhole Rehab Project. Sartain presented a new graph using data from January-March 31, 2017 showing the different types of recent project reviews. The highest sector was the Health Care/Nursing Field. From January 1, 2017 to date 80 projects have been reviewed. The estimated number of reviews for this year is around 300 which align with 2015 and 2016. Commissioner Travis Greene asked about Cumberland Concepts. Sartain stated that was a warehouse located on N Dixieland. There were no further questions.

Chairman Surly recognized Earl Rausch, Utility Superintendent to present the March RPCF Reports. Chairman Surly questioned the increased phosphorus. Todd Beaver, RPCF Manager arrived and explained for a week they had been experiencing problems with the solids handling unit and was having to store solids. While being stored, the solids lose oxygen and then release the phosphorus as part of the biological process when the unit becomes back online. During this period, we still remained within permit limits. Beaver reviewed RPCF Significant Events. This new data provides more detail on the activities within the past month. We have received response from Southeast Poultry indicating intention to comply with the Supplemental Order requiring the preparation of an engineering report describing "measures that must be taken to achieve compliance" that should be received no later than May 17, 2017. There were no further questions.

Chairman Surly recognized Brent Dobler, Operations Manager for the presentation of the March Operation Reports. Dobler gave an overview of the various departments. Locates are still trending upward with a 25% increase over last year. Service calls remain consistent. Shutoffs are higher with courtesy calls still being made. The robo texting hopes to be operational soon. Expectations are high for the new camera truck in operation. This past month about 15 miles or 80,000 feet of sewer line has been flushed. The valve exercising equipment is currently being repaired. Leak logging shows an increase as we are training additional personnel. The Lost Water Report is at 15% for the last (12) months, and 23% for the month. The March average daily water usage was 7.44 MGD with a single daily use high of 8.40 MGD. There were no questions.

Chairman Surly recognized Michelle Williams, Office Manager 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 Don Kendall to approve the Annual Report for the RWU Identity Theft Prevention Program as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Utilities Controller for the bid results held on April 11, 2017 for RWU Property Insurance. One bid, which includes earthquake coverage, was received from Rogers Insurance Agency with a \$10,000 deductible in the amount of \$44,826 for one year. Lattin explained the cost increase is due from RWU'S increase in property value from last year. A motion was made by Commissioner Don Kendall, second by Commissioner Mike Watkins to accept the property insurance bid from Rogers Insurance Agency with a \$10,000 deductible including earthquake coverage in the amount of \$44,826. All in favor, motion carried.

Chairman Surly recognized Brian Sartain, Utility Engineer for the bid results held on April 4, 2017 for approximately 340 LF of waterline replacement to provide adequate fire protection from E Walnut St to E Chestnut St (downtown area). Staff recommends approval of the low bidder Crossland Heavy Contractors in the amount of \$34,830. Commissioner Travis Greene made a motion, second by Commissioner Don Kendall to approve the bid from Crossland Heavy Contractors as submitted in the amount of \$34,830. All in favor, motion carried.

Chairman Surly recognized Stephen Ponder, Project Review Engineer to present the bid results held on April 12, 2017 for the exterior repainting of the 1.5 MG Ground Storage Tank located at Tower Park on 11th Street. Staff recommends approval of the low bidder Kimery Painting, Inc. in the amount of \$167,075. A motion was made by Commissioner Mike Watkins, second by Commissioner Don Kendall to approve the bid from Kimery Painting, Inc. as submitted in the amount of \$167,075 for the exterior repainting of the 1.5 MG Ground Storage Tank located at Tower Park on 11th Street. All in favor, motion carried.

Chairman Surly recognized Jene' Huffman Gilreath, Shared Services Manager for the Safety & Health Program Consultant results. After reviewing the Statement of Qualifications submitted for the remaining (3) three firms, the selection committee recommend Harbor Environmental and Safety of Little Rock, Arkansas. The selection committee feels Harbor will provide the best professional services needed for RWU. Commissioner Don Kendall made a motion, second by Commissioner Mike Watkins to approve the selection of Harbor Environmental and Safety to provide professional services needed to promote a more safe and healthy environment for employees. All in favor, motion carried.

With no further business, Chairman Surly adjourned the meeting at 4:42 PM.

Respectfully submitted,



Earl Rausch, Acting Secretary/djw

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