

Rogers Waterworks and Sewer Commission

August 19, 2019

Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, August 19, 2019, in the Rogers Water Utilities Administration Building located at 601 S 2nd St. Present were Commissioners Roger Surly, Travis Greene, Kathy McClure, Don Kendall, and Mike Watkins. Rogers Water Utilities staff present were Brent Dobler, Johnny Lunsford, Brian Sartain, Aaron Short, Todd Beaver, Jennifer Lattin, Jene' Huffman-Gilreath, Jerry Roegner, Dana Daniel, Vera Hall, Matt Savell, and Donna Wilson. Others in attendance were Lori Ericson from City of Rogers Community Development and Robert Frazier of the Frazier Law Firm. Chairman McClure called the meeting to order at 4:00 PM.

Commissioner Roger Surly recognized an error on the August 6, 2019 minutes of the special meeting. The called to order time was shown as 4:00 PM and correction will read 12:00 PM. A motion was made by Commissioner Roger Surly and second by Commissioner Don Kendall to approve minutes from the July 22, 2019, and August 6, 2019 meetings as submitted with correction noted. All in favor, motion carried.

Chairman McClure recognized Jennifer Lattin, Controller to present the July 31, 2019 financial reports. Lattin stated Water consumption for the month of July 2019 was down 30.81% from July 2018. Billed revenue was down 26.23%. The Water Department reported a profit of \$68,000 for the month ending July 31, 2019. A profit of \$291,000 was reported for the month ending July 31, 2018. Collections of access and impact fee revenue for F'Y' 20 are \$115,000, and are up from \$47,000 in F'Y' 19. Actual access and impact fee revenues are \$69,000 over budget in the Water Department for Fiscal Year 2020.

Sewer consumption for July 2019 was down 10.71% from July 2018. Billed revenue was down 7.59%. The Sewer Department reported a profit of \$398,000 for the month ending July 31, 2019. A profit of \$311,000 was reported for the month ending July 31, 2018. Collections of access and impact fee revenue for F'Y' 20 are \$257,000, and are up from \$110,000 in F'Y' 19. Actual access and impact fee revenues are \$152,000 over budget in the Sewer Department for Fiscal Year 2020.

The average number of days in a customer's bill in July 2019 is 31 days compared to 33 days in July 2018. The number of days billed depends on the schedule of meter readings. It is common for the number of days to fluctuate moderately. However, the 2 less days of billed consumption in July 2019 compared to July 2018, along with the wet weather conditions accounts for the significant decrease in billed revenues and consumption in July 2019.

Lost water is at 17% for the last twelve months, while being at 24% for calendar 2019 and 28% for the month.

The Restricted and Unrestricted Funds Report show total funds are at \$38.1 million. \$7.6 million is restricted. The Unrestricted Funds are at \$12.9 million in Water and \$17.6 million in Sewer. Total funds on hand at July 31, 2018 were \$36.2 million.

The year to date profit in the Water Department is less than the prior year and budget while year to date profit in the Sewer Department is more than the prior year and budget. Year to date collections

of access and impact fees are ahead of the prior year and budget in both the Water and Sewer Departments. There were no questions.

Chairman McClure recognized Brian Sartain, Utility Engineer for the presentation of the July engineering report. Sartain said plan reviews remain steady. New submittals include 5th and Elm Townhomes downtown as well as the Reserve at Osage Creek, an apartment complex. The design of the Crescent View Subdivision Lift Station is ongoing. New development is progressing in the areas of Pleasant Grove Rd, New Hope Rd, Pinnacle Hills Pkwy, Dixieland and Hudson Rd. Sartain said that two Requests for Qualifications have been advertised, and are due on August 23rd for Annual Professional Services and the Wastewater Master Plan. RWU is also in the process of finalizing the proposed water boundary map after coordination with neighboring water districts. He shared photos of the new biosolids siloh and centrifuge that have been installed at the RPCF. Other equipment is scheduled to be installed in the coming weeks in anticipation of a mid-November completion date. The Sunbridge and Price Alley project is complete. Sartain gave a brief review on the remaining active projects. There were no questions.

Chairman McClure recognized Todd Beaver, RPCF Manager to present the July Reports. The Discharge Monitoring Report had good results with no permit violations and there have been no violations since December 2018. The Industrial Pretreatment report showed surcharges for Ozark Mountain Poultry and Tyson Chic N Quick. The total amount of surcharges reported for the Fiscal Year 19 was \$19,088.26. The FOG Inspection Report noted 20 inspections performed last month including all of the Rogers Public School locations. New FSE's include Betty's-A Chicken Place, El Jicaro, Snack Lab, and Ramen Nara. Cronuts Donuts is remodeling and will open at the Church's Chicken old location. New construction inspections were completed on Popeye's new location and Discount Tires. The worst Kadant joint was replaced during the dryer shutdown and the remainder of the shipment is expected to deliver on August 30th. 257.15 MG was treated in July with 46.4 MG additional flow with an average flow of 8.3 MGD. These flows included 2.73" of rain over ten rain events. There were no questions.

Chairman McClure recognized Johnny Lunsford, Construction and Maintenance Manager for presentation of the July Operations Reports. Lunsford said that field work remains steady. Installation of 140 feet of ductile iron pipe, six valves and one fire hydrant has been completed on the 1st Street Project but will require some additional adjustments. He said the current leak detection equipment is failing and needs to be replaced, as new equipment will help isolate and locate substantial lost water currently being reported. There were no questions.

Jennifer Lattin, Controller presented Resolution No. 19-13 designating authorized signatories for depositories for the Rogers Waterworks and Sewer Commission and the Rogers Water Utilities. Lattin stated the need to update signature cards was due to staff changes. The authorized officials, any two of whom shall be authorized to jointly sign such drafts, checks, and other instruments for withdrawal of Commission and/or RWU funds (such withdrawals to be approved by the Commission and/or the Superintendent of RWU, as applicable) are the following persons:

Greg Hines – Mayor of the City of Rogers

Casey Wilhelm – Director of Finance of the City of Rogers

Kathy McClure – Chairman of the Rogers Waterworks and Sewer Commission

Brent Dobler – Superintendent of the Rogers Water Utilities and Acting Secretary of the Rogers Waterworks and Sewer Commission

Jene' Huffman-Gilreath – Shared Services Manager, Rogers Water Utilities

Brian Sartain – Utility Engineer, Rogers Water Utilities

Jennifer Lattin – Controller, Rogers Water Utilities

Commissioner Roger Surly made a motion, second by Commissioner Mike Watkins to approve Resolution No. 19-13 as submitted with the changes effective September 1st, 2019. All in favor, motion carried.

Johnny Lunsford, Construction and Maintenance Manager said staff requests approval of Resolution No. 19-14 w/exhibit 1 attached hereto; approving forms and procedures for assessing damages and treble damages, processing applications for permits to bore, and forfeiture and release of deposits. After discussion, Commissioner Roger Surly made a motion, second by Commissioner Don Kendall to approve Resolution No. 19-14 w/exhibit 1 as submitted. All in favor, motion carried.

Brian Sartain, Utility Engineer requested approval to advertise an RFQ for a Progressive Design-Build Project for the rehabilitation of a treatment basin (Train 2) at the RPCF. Train 2 has been taken out of service, now ready for inspection and proceed with design work. Sartain provided an overview of the Progressive Design-Build Procurement Process. Commissioner Roger Surly made a motion, second by Commissioner Mike Watkins to approve the request to advertise an RFQ for a Progressive Design-Build Project as submitted. All in favor, motion carried.

With no further business, Chairman McClure adjourned the meeting at 4:37 PM.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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