

Rogers Waterworks and Sewer Commission

September 24, 2012

Minutes

The Rogers Waterworks and Sewer Commission held its regular meeting at 4:00 PM Monday, September 24, 2012, in the Rogers Water Utilities Administration Building. Present were Commissioners Travis Greene, Roger Surly, Jene' Huffman-Gilreath and Don Kendall. Rogers Water Utilities staff in attendance were Craig Noble, Joyce Johnson, Johnny Lunsford, William Evans, Robert Moore, Michelle Williams, Kathy Hooper, Pat Sharp, Terry McCauley, Keith Carpenter, Stephen Ponder and Earl Rausch. Others in attendance were Deputy City Attorney Jim Clark, City Planner Derrel Smith, and John Gore of the Morning News. Chairman Greene called the meeting to order at 4:20 PM.

Chairman Greene recognized Craig Noble as the new General Manager and thanked Joyce Johnson, Utilities Controller/Interim Superintendent for her leadership over the last six months.

Chairman Greene recognized Johnny Lunsford, Sewer Field Operation Supervisor. Lunsford presented a plaque and a gift to Pat Sharp, Team Leader, to commemorate 15 years of service to RWU and the citizens of Rogers. Chairman Greene recognized Michelle Williams, Office Manager. Williams presented a plaque and a gift to Kathy Hooper, Customer Service Representative, to commemorate 5 years of service to RWU and the citizens of Rogers. Chairman Greene recognized Craig Noble, General Manager. Noble presented a plaque and a gift to Joyce Johnson, Utilities Controller, to commemorate 15 years of service to RWU and the citizens of Rogers.

There was a motion by Greene, second by Kendall to approve the minutes of the August 20, 2012 Regular Meeting as submitted. All in favor, motion carried. There was a motion by Surly, second by Huffman-Gilreath, to approve the minutes of the August 31, 2012 Special Meeting as submitted. All in favor, motion carried.

Chairman Greene recognized Joyce Johnson, Utilities Controller. Johnson indicated that RWU will be on the Rogers City Council Public Works Committee Meeting agenda Tuesday, September 25th at 6:15 PM. The plan is to introduce Craig Noble as the new General Manager for Rogers Water Utilities. Johnson encouraged all the Commissioners to attend.

Johnson presented financial reports to the Commission for August 2012. Chairman Greene pointed out the Utility has started the fiscal year booming, and that a strong fall is necessary to get RWU through the year in a good financial condition. Johnson indicated the biggest impact on the financial statements is the drought. Surly asked how long before our current profit is reduced

by monthly financial losses in the Water Department. Johnson stated that RWU usually has a strong September in the Water Department before we start incurring losses that usually continue until late spring or early summer. Sewer revenue/consumption has the same trend as water revenue/consumption, but the impact on the Sewer Department is not as significant and has not resulted in monthly losses. Surly asked when the sludge dryer would be placed in service and impact the sewer department financial statements. Johnson stated the sludge dryer should be in service October 1, 2012.

Chairman Greene recognized Earl Rausch, Interim Utility Engineer, to present the engineering report. Rausch asked the Commission if they had any questions concerning the report. Rausch stated that work is continuing on the sludge dryer, the Training Center remodel, 21st Street water relocation, and the 24th Street water extension. Chairman Greene asked about the Arapaho Drive/Osage Road City Street project. Rausch indicated that this project is to be constructed by the City Street Department. Greene asked about the Northwest Arkansas Conservation Authority (NACA) sludge report. Rausch stated that RWU staff will meet with NACA staff once our sludge dryer is in service to see if there is a possibility to process NACA sludge with RWU's sludge dryer. Huffman-Gilreath asked if Rausch thought it was possible to process sludge from NACA. Rausch indicated that NACA and RWU sludge is like apples and oranges, but RWU staff has some ideas, and will report back after the sludge dryer is in service.

Chairman Greene recognized Robert Moore. Moore asked the Commission if they had any questions concerning the Discharge Monitoring Report (DMR), Osage Creek Water Quality report or the Sludge Dryer report. Moore stated that the Osage Creek water monitoring at the Highway 12 Bridge was started in June 2012. He will be updating the Commission on the results at this site in future meetings. Surly asked questions regarding interpreting the water quality report for Osage Creek. Moore indicated the top line is the background phosphorus levels and is of particular interest to everyone. Kendall asked if we are concerned about total phosphorus in Osage Creek. Moore stated that yes we are. Huffman-Gilreath stated that the Rogers Pollution Control Facility's (RPCF) values are under the limits. Moore stated that these values may be misleading since the plant has split phosphorus limits for different times of the year. Huffman-Gilreath asked when the plant's phosphorus limit will change. Moore stated that the plant's permit has expired, but the plant will operate under the expired permit until the Total Maximum Daily Load (TMDL) study is complete along with any legal challenges, hopefully by 2015.

Moore stated that the current start-up schedule for the sludge dryer is that it will start producing sludge on Wednesday, September 26th. The sludge will be dried to a 50 percent volume until October 1. After October 1st, the sludge volume drying rate will be increased to 100 percent. Moore also stated that in mid-October, Therma-Flite will begin performance testing. After the completion of Therma-Flite's performance testing, then the approximate ninety (90) day EPA performance testing will begin. All sludge from the RPCF will continue going to Kansas for land application until EPA certifies the sludge as a "Class A EQ biosolid". Kendall asked if we have a buyer. Moore stated that he had several golf courses interested once the sludge is certified as Class A. Surly asked if we will stop hauling sludge when it is certified as Class A. Moore said we would be able to stop hauling it, and we should actually be able to start selling it.

Chairman Greene asked the Commission to consider setting a rotation schedule for the Commission Chairman position. Greene stated that the last Chairman served a twenty-five (25) year term, and he felt a two year term would be more appropriate. Jim Clark, Deputy City Attorney stated that the Commission must vote on the Chairman term change. Chairman Greene made a motion that the Chairman's term be a two (2) year rotation and that Kendall serve as the next Chairman beginning January 1, 2013, second by Huffman-Gilreath. All in favor, motion carried.

Chairman Greene recognized Joyce Johnson to outline the process for the search for a new Commissioner with the recent resignation of Guy Cable. Mr. Cable's resignation was required due to his relocation outside the City of Rogers. Johnson reviewed the process used when Roger Surly was appointed to the Commission. John Gore with the Morning News indicated he would publish a public service announcement mentioning the vacancy in the newspaper. The other two (2) candidates that applied when Mr. Surly was selected will be contacted. Applicants will be asked to come before the Commission to discuss their qualifications. When the Commission makes their decision, they will submit their recommendation as a resolution to the Mayor. The Mayor reviews the recommendation and if he agrees, submits the new Commissioner nominee to the City Council for approval. Jim Clark, Deputy City Attorney stated that the Commission could review applications received at the next regular meeting.

Chairman Greene asked the Commission to discuss instituting an annual performance review for the General Manager. Chairman Greene asked Jim Clark, Deputy City Attorney if the evaluation should be formal. Clark stated that the evaluation is a policy matter, and could occur in executive session. Huffman-Gilreath suggested that the first performance review occur ninety (90) days from the hire date of the General Manager. There was a motion by Kendall, second by Huffman-Gilreath to conduct a ninety (90) day performance review, and annual reviews thereafter on the anniversary of the General Manager's hire date. All in favor, motion carried.

Chairman Greene again recognized Joyce Johnson. Johnson stated that one of RWU's banks has requested that the authorized signers be mentioned in the minutes. Johnson suggested the motion include the position names rather than the individuals. There was a motion by Surly, second by Greene to have the General Manager, Controller, Commissioners, Mayor and the City's Chief Financial Officer as RWU authorized signatures. All in favor, motion carried.

The meeting adjourned at 5:00 PM.

Respectfully submitted,



Craig Noble, Acting Secretary
Rogers Waterworks and Sewer Commission
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