

Rogers Waterworks and Sewer Commission

November 18, 2013

Minutes

The Rogers Waterworks and Sewer Commission held its regular meeting at 4:00 PM on Monday, November 18, 2013, in the Rogers Water Utilities Administration Building. Commissioners present were Don Kendall, Roger Surly, Travis Greene and Jene' Huffman-Gilreath. Rogers Water Utilities staff in attendance were Joyce Johnson, Johnny Lunsford, William Evans, Jordan Waterhouse, Jennifer Lattin, Robert Moore, Vera Hall and Earl Rausch. Others in attendance were Deputy City Attorney Jim Clark, City Planner Derrel Smith and Kelsey Kreher. Chairman Don Kendall called the meeting to order at 4:04 PM.

There was a motion by Surly, second by Greene to approve the minutes of the October 21, 2013 regular meeting as submitted. All in favor, motion carried.

Chairman Kendall recognized Joyce Johnson, Utilities Controller. Johnson presented the financial reports for October 2013. October 2013 profit was better than last year in both the Water and Sewer Departments. The Water Department is running about \$300,000 behind the previous year's profit, but we are returning to more comparable consumption for the next five months since irrigation is not a large factor in the winter months. The Sewer Department is within \$18,000 of the profit of the previous year. Johnson stated it looks like we will meet or exceed the budget in the Water and Sewer departments. Our water consumption is up 10.9% for October and our billing was 5.9 % more for water. Johnson asked if there were any questions. There were none.

Chairman Kendall recognized Earl Rausch, Interim Utility Superintendent for the Staff report. Rausch stated that the October department reports indicated normal operations. The engineering report shows the RWU sewer monitoring meters are in place and waiting for a big rain event. RJN consultants will then review the findings and provide a report. Greene asked if the rain amount had been sufficient for monitoring. Lunsford stated we have had 6-inches of rain but would like to see a big rain event for a complete flow evaluation. Chairman Kendall asked if the entire collection system was being monitored. Rausch replied in the affirmative. Chairman Kendall asked if the purpose of this study is to identify areas in need of sewer rehabilitation. Lunsford stated yes and we are receiving good data. We are seeing the biggest spike in flow is occurring near the airport. The study is also confirming that the Cross Creek lift station is a

problem basin. We have an inflow in this basin and the Utility cannot locate the source. Rausch then stated that the Monte Ne water and sewer relocation project will be bid and presented at the December Commission meeting. In the project review report, the City of Rogers has started the Veterans Park soccer field, the fire station on New Hope Road and the police station. The pollution control DMR indicates the wastewater plant is running good with phosphorus discharge levels of 0.2 mg/l. There were no monitoring results from the Osage Creek. The FOG program inspected eight restaurants in October. The FOG program created a handout for used cooking oil disposal. Surly asked how this handout will be distributed. Rausch stated that the handout will be available in the RWU office, FOG staff is distributing them and it could be a billing stuffer. Moore and Rausch attended the TMDL meeting at West Siloam, Oklahoma on November 14, 2013. It appears the study has not advanced much since last year. The water department reported the lost water is at 8% for the month of October and 12% for the year. Evans announced that RWU has been in compliance for four quarters on the THM and the HA samples for the disinfection products rule. The sewer department did not have any manhole overflows. Rausch informed the Commission that Johnny Lunsford has been selected to serve on the collection system licensing board. Lunsford stated this license is for sewer employees that do not work at a wastewater treatment plant. Rausch asked if there were any questions. There were none.

Chairman Kendall recognized Joyce Johnson. Johnson presented a request for the authorization of Destruction of Certain Records of the Rogers Water Utilities. Johnson stated RWU constructed a storage facility in the warehouse to accommodate financial document storage for seven years as required by State law. Jennifer Lattin and Johnson identified a list of documents that meet the State guidelines for destruction after seven years. A resolution has been prepared by the city attorney's office, and an affidavit and list of documents. The document destruction will be performed by shredder truck. Greene asked if we needed a resolution. Jim Clark stated a resolution should be attached to the minutes and kept with the minutes along with the affidavit. There was a motion by Surly, second by Greene, to approve a resolution and affidavit authorizing Destruction of Certain Records. All in favor, motion carried.

Chairman Kendall recognized Earl Rausch. Rausch presented the request to accept the Rogers Water Utilities Cafeteria Plan. Rausch stated that the cafeteria plan has been revised by the law firm of Friday, Eldredge & Clark. Huffman-Gilreath asked about the employee's insurance. Johnson stated the city is paying a larger percent for the single coverage and a little less for the family coverage. Our insurance plan is identical to the city's plan. There was a motion by Huffman-Gilreath, second by Surly, to approve the Rogers Water Utilities Cafeteria Plan. All in favor, motion carried.

Chairman Kendall recognized Earl Rausch to discuss the bids on the Price Lane Water Relocation and Sewer Extension. Rausch said the water and sewer project was designed in-house and this construction will be prior to the city street widening project. Six bids were received with Co-Bar Contracting Inc. submitting the low bid of \$500,285. Co-Bar Contracting Inc. is a Little Rock contractor that has just completed a \$300,000 job for Garfield Water. Co-Bar Contracting Inc. has an unlimited bonding capacity and a municipal utility construction license. There was a

motion by Huffman-Gilreath, second by Surly, to approve the low bid from Co-Bar Contracting Inc. of \$500,285. All in favor, motion carried.

Chairman Kendall recognized Robert Moore. Moore presented the request to purchase a Hach flow injection sampling analyzer to replace the existing sampler analyzer. The existing sampler analyzer is 16 years old and replacement parts are no longer available. The sampler analyzer is a specialized piece of equipment and needs to match the other equipment in our laboratory. Chairman Kendall asked if this was the only manufacturer. Moore stated it is the only one that meets our needs. The price quote was \$67,193. Surly asked what will be done with the old piece of equipment. Moore stated the equipment will be scraped. There was a motion by Huffman-Gilreath, second by Greene to approve the purchase of a Hach flow injection sampling analyzer for \$67,193 and to waive competitive bids. All in favor, motion carried.

Chairman Kendall adjourned the meeting at 4:39 PM.

Respectfully submitted,



Earl Rausch, Acting Secretary
Rogers Waterworks and Sewer Commission
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