

Rogers Waterworks and Sewer Commission

November 21, 2016

Minutes

The Rogers Waterworks and Sewer Commission held its regular scheduled meeting at 4:00 PM Monday, November 21, 2016 in the Rogers Water Administration Building. Present were Commissioners Kathy McClure, Roger Surly, Don Kendall, Mike Watkins and Travis Greene arrived late. Present was Rogers Water Utilities staff Earl Rausch, Brent Dobler, Jennifer Lattin, Brian Sartain, Stephen Ponder, Todd Beaver, Randy Watson, Vera Hall and Donna Wilson. Johnny Lunsford arrived late. Others in attendance were Robert Frazier of the Frazier Law Firm. Chairman Roger Surly called the meeting to order at 4:00 PM.

A motion was made by Commissioner Kathy McClure, second by Commissioner Don Kendall to approve the minutes of the October 17, 2016 meeting as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Utilities Controller for the presentation of the October 2016 Financial Reports. Lattin stated that water consumption for the month of October 2016 was down 4.85% from October 2015. Billed revenue was down 4.00%. The Water Department reported a profit of \$220,000 for the month ending October 31, 2016, and a profit of \$275,000 for the month ending October 31, 2015. Collection of access and impact fee revenue for F'Y' 17 are \$227,000 and down from \$264,000 in F'Y' 16. Actual access and impact fee revenues are \$33,000 over budget in the Water Department for Fiscal Year 2017.

Sewer Consumption for October 2016 was down 0.28% from October 2015. Billed revenue was up .82%. The Sewer Department reported a profit of \$283,000 for the month ending October 31, 2016, and \$356,000 profit for the month ending October 31, 2015. Collection of access and impact fee revenue for F'Y' 17 are \$455,000, and down from \$531,000 in F'Y' 16. Actual access and impact fee revenues are \$55,000 over budget in the Sewer Department for Fiscal Year 2017.

The Restricted and Unrestricted Funds Report show total funds are at \$35.7 million. \$9.2 million is restricted. The unrestricted funds are at \$8.9 million in Water and \$17.6 million in Sewer. Total funds on hand at October 31, 2015 were \$33.2 million. Year to date profit in the Water Department was less than the prior year but ahead of budget. Year to date profit in the Sewer Department is also less than the prior year but ahead of budget. Year to date collections of access and impact fees are over budget in both the water and sewer departments. There were no questions.

Chairman Surly recognized Earl Rausch, Utilities Superintendent for the presentation of the October Engineering Report. Rausch reviewed the map highlighting some of the new construction activity as well as remodel projects. He recognized some of the projects that are/and nearing completion. There were no questions.

Chairman Surly recognized Todd Beaver, RPCF Manager for the presentation of the October RPCF Reports. He stated that the Osage Creek Monitoring Report was unavailable and will be presented at

the next meeting. He indicated that the Southeast Poultry (SEP) progress is still being monitored. Beaver noted that Ozark Mountain Poultry (OMP) violated CBOD monthly loading limits for September but with the recent data reported has now returned to compliance. Chairman Surly asked if OMP had only one site located on S 8th Street. Beaver replied yes. There were no further questions.

Chairman Surly recognized Brent Dobler, Operations Manager for the presentation of the October Operations Reports. Dobler discussed the graphs relating to the various departments. He noted that locates show a decrease which currently reduces the amount of staff needed at this time. The service calls and shutoffs remain consistent. The TV inspection graph noted a decline partially due to equipment failure. The Vac-Con report shows flushing 94,000 feet of sewer line last month. 897,000 feet or 170 miles has been logged in leak detection which represents 34% of our system. The Lost Water Report is at 16% for the last twelve months, while being at 17% for calendar 2016 and 8% for the month. The October average daily water usage was 9.41 MGD with a single daily use high of 11.14 MGD. The meter change out program is still ongoing actively about 2 days each week. Thus far, a total of 1,994 new meters have been changed out which is on target within our goals. Chairman Surly asked which neighborhoods are currently affected. Dobler stated the meter change out process is done by routes. With the AMR now in place, this will decrease the amount of time needed to read these routes. There was a water break on Hwy 12, but no boil order was issued. There were no further questions.

Chairman Surly recognized Jennifer Lattin to present Resolution No. 16-21 which authorizes destruction of certain records of Rogers Water Utilities. The Resolution along with the Affidavit hereto is attached as Exhibit A. Commissioner Travis Greene made a motion, second by Commissioner Don Kendall to approve Resolution No. 16-21 authorizing destruction of certain records of Rogers Water Utilities as submitted. All in favor, motion carried.

Chairman Surly recognized Stephen Ponder, Project Review Engineer to request approval for the Cost Sharing of Water Construction with the District Retail #2. Ponder stated that the cost share with the developer represents an upsize of approximately 700 LF of Ductile Iron Waterline from an 8" to a 12" water main. The total water upsize cost estimate is in the amount of \$22,156.73. This is not a budgeted item. Commissioner Kathy McClure made a motion, second by Commissioner Don Kendall to approve \$22,156.73 for the Cost Sharing of Water Construction with the District Retail #2 as submitted. All in favor, motion carried.

Ponder continued with a request to approve the Cost Sharing of Water & Sewer Construction of the Scissortail Subdivision. This represents an upsize of approximately 4000 LF of Ductile Iron Waterline from an 8" to a 12" water main and approximately 600 LF of C900 Forcemain. Commissioner Don Kendall asked if this is located in Rogers. Ponder confirmed, is inside Rogers city limits. Commissioner Don Kendall made a motion, second by Commissioner Travis Greene to approve the Scissortail Reimbursement Request for Watermain Upgrade & Forcemain Extension in the amount of \$116,438.90 as submitted. All in favor, motion carried.

Chairman Surly recognized Brian Sartain, Design Engineer to present the bid results of November 9, 2016 for the Cross Creek Sanitary Sewer Lift Station Improvements including a 250kw backup generator, asphalt paving, drainage improvements and a security fence. Of the four (4) bids received the lowest bidder was General Construction Solutions, Inc. Staff recommends approval in the amount of \$319,400.00 for the Cross Creek Sanitary Sewer Lift Station Improvements. Commissioner Kathy McClure made a motion, second by Commissioner Don Kendall to approve the amount of \$319,400.00 for the Cross Creek Sanitary Sewer Lift Station Improvements as submitted. All in favor, motion carried.

Chairman Surly addressed Todd Beaver RPCF Manager, to present Resolution No. 16-22 requesting to waive competitive bidding for the Sludge Dryer Discharge Screw Installation with Crossland Heavy Contractors at the RPCF. Commissioner Don Kendall questioned why the need to do this now. Beaver explained the process which proves to be a necessity in order to deliver a Class 'A' sludge product. As the sludge dryer will be inoperable during the installation, the work is scheduled to be completed within three (3) business days in order to minimize alternate sludge process methods. Commissioner Kathy McClure made a motion, second by Commissioner Mike Watkins to approve Resolution No. 16-22 in the amount of \$24,696.00 for the Sludge Dryer Discharge Screw Installation with Crossland Heavy Contractors (waiving competitive bidding) as submitted. All in favor motion carried.

Beaver continued with a request to advertise for a Sludge Handling Facility Consultant with Statement of Qualifications. Beaver said there are some safety and environmental issues that needs to be addressed. Commissioner Travis Greene asked if this consultant is to be locally or specialized. Rausch replied the selection could be specialized and there is no cost involved. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve the Request for Qualifications (RFQ) of a Sludge Handling Facility Consultant. All in favor, motion carried.

Chairman Surly recognized Brent Dobler to present a request to purchase a 2017 Dodge Ram 5500 Flat Bed Truck. The 14 ft hoist bed will serve as a multipurpose unit. It is a budgeted item to replace a 1998 flat bed. Commissioner Don Kendall made a motion, second by Commissioner Mike Watkins to purchase a 2017 Dodge Ram 5500 Flat Bed Truck in the amount of \$60,325.00. All in favor, motion carried.

Chairman Surly recognized Earl Rausch to request permission for selection of a RWU Safety Review Consultant. The purpose is to review safety issues, preparation of safety audits, internal inspections, and create a safer work environment. This will include RPCF, Field Ops, and Sewer Lift Stations. Commissioner Don Kendall made a motion, second by Commissioner Kathy McClure to approve a Request for Qualifications (RFQ) for a RWU Safety Review Consultant. All in favor, motion carried.

With no further business, the meeting was adjourned at 4:55 PM.

Respectfully submitted,

Earl Rausch, Acting Secretary/djw

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

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