

## Rogers Waterworks and Sewer Commission

December 20, 2018

### Minutes

The Rogers Waterworks and Sewer Commission held its rescheduled meeting at 4:00 PM Thursday, December 20, 2018, in the Rogers Water Utilities Administration Building located at 601 S 2<sup>nd</sup> St. Present were Commissioners Travis Greene, Roger Surly, and Mike Watkins. Commissioners Don Kendall and Kathy McClure were absent. Rogers Water Utilities staff present were Brent Dobler, Johnny Lunsford, Todd Beaver, Brian Sartain, Vera Hall, Jennifer Lattin, Jene' Huffman-Gilreath, Debbie Putman, and Donna Wilson. Others in attendance were Lance Jobe from the City of Rogers and Robert Frazier of the Frazier Law Firm. Chairman Surly called the meeting to order at 4:02 PM.

Brent Dobler, Utility Superintendent recognized Brian Sartain, Utility Engineer for five (5) years of service with a gift of appreciation. Also Aaron Short, Travis Tripodi, and Jimmy Garcia were recognized for obtaining the D4 Water License. The Commission expressed their congratulations.

A motion was made by Commissioner Travis Greene, second by Commissioner Mike Watkins to approve the minutes of the October 15, 2018 meeting as submitted. All in favor, motion carried.

Chairman Surly recognized Jennifer Lattin, Controller to present the November 30, 2018 financial reports. Lattin stated that Water consumption for the month of November 2018 was down 5.22% from November 2017. Billed revenue was down 3.68%. The Water Department reported a profit of \$159,000 for the month ending November 30, 2018, and a profit of \$151,000 for the month ending November 30, 2017. Collections of access and impact fee revenue for F'Y' 19 are \$259,000, and are down from \$392,000 in F'Y' 18. Actual access and impact fee revenues are \$95,000 under budget in the Water Department for Fiscal Year 2019.

Sewer consumption for November 2018 was down 3.14% from November 2017. Billed revenue was down .97%. The Sewer Department reported a profit of \$342,000 for the month ending November 30, 2018, and \$285,000 profit for the month ending November 30, 2017. Collections of access and impact fee revenue for F'Y' 19 are \$587,000, and are down from \$736,000 in F'Y'18. Actual access and impact fee revenues are \$184,000 under budget in the Sewer Department for Fiscal Year 2019.

The Restricted and Unrestricted Funds Report show total funds are at \$36.9 million. \$7.5 million is restricted. The Unrestricted Funds are at \$12.3 million in Water and \$17.1 million in Sewer. Total funds on hand at November 30, 2017 were \$33.8 million. The year to date profit in the Water Department was more than the prior year and ahead of budget. The year to date profit in the Sewer Department is less than the prior year but ahead of budget. Year to date collections of access and impact fees are under budget in both the Water and Sewer Departments. There were no questions.

Chairman Surly recognized Brian Sartain, Utility Engineer for the presentation of the November Engineering Report. Sartain said some of the new larger projects are Uptown Square, Top Golf, and Southern Hills Office Building is all located in the Pinnacle Hills Parkway area. The Ivey's Phase III is a

new residential subdivision along Shores Avenue near Mt. Hebron Road. Also Equity Storage located east of Target off Bell View Road will be a new climate controlled facility. Plan reviews have been continuing at a steady pace. The RPCF Train I Rehab is operational just waiting for some secure lighting fixtures to be installed. Sartain said that overall this project came in under budget. The 10<sup>th</sup> and Rozelle Water and Sewer Project is approximately 25% complete as they are installing water lines currently on 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> Streets. The RPCF Solids Handling Facility Project is currently underway in the demo phase removing the old storage tank. The Crescent Heights Waterline (Shores Ave) bids were previously rejected. This project has now been tabled as we are waiting for the developer to award the contract. The 2017 West Area Annexation Water Extensions and the Sanitary Sewer Manhole Rehab and Repair Projects are expected to go out for bid next month. Sartain gave a brief introduction on some of the exhibits for the upcoming Bond Projects. There were no questions.

Chairman Surly recognized Todd Beaver, RPCF Manager to present the November Reports. The Discharge Monitor Report had good results. The Industrial Pre-Treatment had no permit violations during the November monitoring period. The FOG program provided a list of FSEs that were pumped during the month of November with a plan of action to follow up to ensure adequate pumping is scheduled properly for each establishment. Beaver stated that Patrick Pruitt has been promoted to Environmental Services Coordinator. A motor on a large pump at the lift station had failed, and is currently under warranty and being rebuilt. Chairman Surly asked how long will it take for the repair. Beaver stated he anticipates getting it operational within a few days. The RPCF treated 227 MG during the month of November with approximately 23 MG additional flow treated with an average flow of 7.6 MGD. These flows included 3.62" of rain over 9 events. There were no more questions.

Chairman Surly recognized Johnny Lunsford, Construction and Maintenance Manager for the presentation of the November Operation Reports. Lunsford stated that five (5) employees had recently received their Sewer Collection System Certification. One (1) employee that passed the Sewer Collection also received the State Backflow Certification as well as a Class "A" CDL. The Commission congratulated those employees for their accomplishments. There was one (1) minor sanitary sewer overflow reported to the State. There were eight (8) water breaks throughout the month and included a water break reported on Highway 12 that appeared to be a result of water hammering. The Lost Water Report is at 15% for the last twelve months, and 15% for calendar 2018 and 7% for the month. The November 2018 average daily water usage was 8 MGD with a single daily use high of 9.8 MGD. There were no questions.

Chairman Surly recognized Brent Dobler to acknowledge the COLA pay raises for 2019 was budgeted and will be a 2% increase that is effective January 1, 2019.

Chairman Surly recognized Jennifer Lattin, Controller to present Resolution No. 18-13 authorizing the destruction of certain accounting records of Rogers Water Utilities along with the affidavit hereto is attached as Exhibit A. A motion was made by Commissioner Mike Watkins and second by Commissioner Travis Greene approving Resolution No. 18-13 as submitted. All in favor, motion carried.

Brian Sartain stated that the bid for the RWU portion of Crescent View Waterline was not available and will be tabled until the January 2019 meeting.

Chairman Surly recognized Brian Sartain, Utility Engineer to present the Engineering Services Proposal for the Blossom Way Sewer Assessment. The services to be provided under this agreement shall consist of providing a condition assessment for approximately 6.974 linear feet of large diameter sanitary sewer interceptor pipe, ranging in sizes from 30 inches to 42 inches in diameter. Chairman Surly asked if this amount was budgeted. Sartain replied it was not included in the budget but anticipates the cost to be covered with the offsets of some of the street projects that have been delayed. A motion was made by Commissioner Travis Greene and second by Commissioner Mike Watkins to approve a motion authorizing, but not directing, the RWU Management to negotiate the terms of and enter into a contract with RJN Group, Inc. for engineering services and authorizing expenditure of up to and including \$85,768.20 for the contract and allowing RWU Management to approve the final form and content of the contract. There were no further questions. All in favor, motion carried.

Sartain continued with presentation of the Engineering Services Cost Share Agreement for the City of Rogers Downtown Water and Sewer Master Plan. The purpose of this study will provide a better understanding of the development opportunities and potential growth of water distribution and wastewater collection demands in the downtown district. The City recognized the need to improve the infrastructure in the downtown area to accommodate this growth. This contract with CEI Engineering will provide a condition assessment with a schedule of replacement and extension projects. The total value of the engineering contract is \$190,000. Commissioner Travis Greene made a motion, second by Commissioner Mike Watkins to authorize approval to reimburse the City of Rogers fifty (50) percent of the cost of design services and reimbursable expenses not to exceed \$95,000. All in favor, motion carried.

Chairman Surly recognized Todd Beaver, RPCF Manager to present the USGS Osage Creek Monitoring Joint Funding Contract. The agreement is to maintain in operation the Osage Creek, the QW meter and storm event sampling. The total cost to operate this agreement will be \$45,000 including the USGS's contribution of \$4,000 and leaving \$41,000 to be a cost share with the City of Rogers to reimburse fifty (50) percent of the cost not to exceed \$20,500. Commissioner Mike Watkins made a motion, second by Commissioner Travis Greene to approve the USGS Osage Creek Monitoring Joint Funding Contract with the City of Rogers in the amount of \$20,500. All in favor, motion carried.

Beaver continued with an informational update of the Final Phosphorus Agreement between Arkansas and Oklahoma. He discussed the processing and issuance of permit applications for facilities with a design flow of greater than one (1) MGD per day. The total pounds of phosphorus that we discharge per day are locked in at what we are permitted for now but, as Rogers continues to grow we would need to bring the concentration down to a level where the total pounds of discharge will not be increased beyond the permitted design flow. Using the historical data, showed that we exceeded 0.5 mg/L a total of six (6) times throughout last year. Beaver stated that our permit had been on administrative hold for sometime but expects the permit to be renewed soon. Commissioner Mike Watkins asked if this permit is with Arkansas Dept of Environmental Quality, Beaver answered yes and is valid for four (4) years.

Chairman Surly acknowledged the RWWSC meeting schedule for 2019. With no further business, Chairman Surly adjourned the meeting at 5:05 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Brent Dobler", with a stylized flourish at the end.

Brent Dobler, Acting Secretary/djw

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