

## Rogers Waterworks and Sewer Commission

June 15, 2020

### Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, June 15, 2020, remotely from the Rogers Water Utilities Administration Building located at 601 S 2<sup>nd</sup> St. due to the Covid-19 Pandemic. Commissioners present were Roger Surly, Travis Greene, Kathy McClure, Don Kendall, and Mike Watkins. Rogers Water Utilities staff present were Brent Dobler, Johnny Lunsford, Brian Sartain, Jennifer Lattin, Jene' Huffman-Gilreath, Dana Daniel, Jerry Roegner, Stephen Ponder, and Aaron Short. Others in attendance were Attorney Joseph McGehee representing Mancia Properties, Wick Warden from Freese and Nichols, Inc. and Robert Frazier of the Frazier Law Firm. Chairman McClure called the meeting to order at 4:00 PM.

Brent Dobler, Superintendent recognized Jene' Huffman-Gilreath for obtaining her D IV Operator License. Dobler also recognized Johnny Lunsford, Construction and Maintenance Manager for fifteen (15) years of service with RWU. Then Lunsford recognized Buddy Shook for twenty-five (25) years of service, and Jeremy Bowman also celebrated five (5) years of service with RWU. These received a gift of appreciation and the Commission expressed their gratitude.

A motion was made by Commissioner Roger Surly, second by Commissioner Mike Watkins to approve the minutes of the May 18, 2020 meeting as submitted. All in favor, motion carried.

Chairman McClure recognized Jennifer Lattin, Controller to present the May 31, 2020 financial reports. Lattin stated that water consumption for the month of May 2020 is down 2.26% from May 2019. Billed revenue is up 9.98% from May 2019. May 2020 includes the water rate increase of 12.5% (effective 4/1/20). Additionally, commercial consumption decreased approximately 24% and residential irrigation decreased by 19%. General residential consumption has increased, helping to offset some of the decreased consumption. The Water Department reported a profit of \$110,000 for May 2020. A loss of \$20,000 was reported for May 2019. Fiscal Year to Date profit is less than the prior year by \$222,000 but ahead of budget. Fiscal Year to Date collection of Access and Impact Fee Revenue for FY 20 are \$776,000 and are ahead of budget by \$272,000, and compares to Year to Date Access and Impact Fee Revenue of \$520,000 in FY 19 and \$692,000 in FY 18.

Sewer consumption for the month of May 2020 is down 0.71% from May 2019. Billed revenue is up 12.21% from May 2019. May 2020 includes the sewer rate increase of 12% (effective 4/1/20). Commercial consumption decreased approximately 29%. General residential consumption has increased, helping to offset most of the decreased consumption. The Sewer Department reported a profit of \$361,000 for May 2020. A profit of \$222,000 was reported for May 2019. Fiscal Year to Date profit is more than the prior year by \$70,000 and ahead of budget. Fiscal Year to Date collection of Access and Impact Fee Revenue for FY 20 are \$1,625,000 and are ahead of budget by \$479,000, and compares to Year to Date Access and Impact Fee Revenue of \$1,189,000 in FY 19 and \$1,367,000 in FY 18. May 2020 consumption includes one additional billing day compared to May 2019.

Lost Water is at 24% for the month of May 2020, 20% for the calendar year, and 15% for the last twelve (12) months.

The Total Restricted and Unrestricted Funds Report are \$36.2 million for May 2020, which is an overall decrease of \$2 million from May 2019. Water Funds decreased by \$200,000 from May 2019 to May 2020, while Sewer Funds decreased by \$1.7 million. \$6.3 million of the \$36.2 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

Due to the Covid-19 outbreak, beginning on March 17<sup>th</sup>, RWU suspended disconnection of services and associated reconnection fees. As a result, RWU waived \$19,000 of service reconnection fees for May 2020; since March 17<sup>th</sup>, total reconnection fees waived to date is \$46,000. RWU will resume service disconnections on 7/7/20. RWU is sending notification to the customers via the following methods: 1) targeted text messages to customers whom may be subject to service disconnection, 2) formal notification letter posted on the RWU website, 3) message of the bottom of June customer bills, and 4) standard disconnect letters to resume and be mailed to customers in June. The RWU lobby remains closed with all business being conducted over the phone, via email, online, and in the drive-through. There were no questions.

Chairman McClure recognized Brian Sartain, Utility Engineer for the presentation of the May engineering report. Sartain stated that May plan review remains consistent with eight (8) new submittals including Tru Hotel, Tri-State Optical, Water Main extension to E Oak St, Monte Ne Tiny Homes, Pinnacle Heights Tech Office, Texas Roadhouse, RNR Custom Wheels (new location), and Shadowbrooke Ph IV. Sartain stated that plan review fee charges will be assessed for the first time since it was implemented. He noted the projects are widespread including Rogers downtown, Hudson Road, and I-49 Corridor. Some site work is needed to finish the RPCF Solids Handling Project. The generator has been ordered and installation will start soon for the Shadow Valley Backup Generator Project. The equipment has been ordered for the 11<sup>th</sup> St Pump Station Improvements which is expected to start in July. The bids for the 11<sup>th</sup> Elevated Tank Repaint, and 9<sup>th</sup>/10<sup>th</sup>–Persimmon to Walnut and the RPCF Asphalt Rehab (bids rejected last month) should all be presented at the next meeting. The RPCF Train 2 Rehab (Design Build) is reaching 60% design completion which will establish a guaranteed maximum price for that project. Sartain continued with the Street Projects. The Pleasant Grove Rd Project is continuing with some utility work needed on the proposed round-a-bout at the intersection of Arkansas State Hwy 112 and Pleasant Grove Rd. We are currently working on the last section of waterline on 1<sup>st</sup> St-Walnut to Cherry Project. The City is waiting on some franchise utilities to relocate before continuing on the 45<sup>th</sup> & Walnut Creek Pkwy Roundabout and the Uptown Connectivity Projects. The Walnut Street Widening from 8<sup>th</sup> St to Dixieland Project has been delayed until the Fall. There were no questions.

Chairman McClure recognized Brent Dobler to present the May 2020 RPCF Reports (Beaver absent). Dobler stated that RPCF is running well. The dryer is running and the solids handling is now caught up having the right amount of biology in the system. The FOG inspections are limited at this time due to the Covid-19 guidelines, and are communicating through email to help limit contact. 370.8 MG was treated in May with approximately 160 MG additional flow with an average flow of 11.9 MGD. These flows included 7.74" of rain over 17 events. There were no questions.

Chairman McClure recognized Johnny Lunsford, Construction and Maintenance Manager for the May Operations report. Lunsford stated there was some employees out due to having to self-quarantine as they were exposed to Covid-19. He stated there was still significant problems with the disposal of wipes

in private lines causing sewer stoppages. The field team remains very busy working on the increased repairs on the mini lift stations. He is currently working on a proposed letter to notify those customers on ways to help minimize these concerns. Chairman McClure asked if the problems were reoccurring at the same locations. Lunsford stated yes. Chairman Kendall inquired about assessing a surcharge to those areas requiring substantial repairs. Attorney Robert Frazier stated that he will research the best way to notify those persons and prepare a policy to impose fees for the damages to the lift stations. There were no further questions.

Chairman McClure recognized Jene' Huffman-Gilreath, Shared Services Manager for the IT Report. She presented information relating to Cityworks a new proposed software. She outlined the different areas available and how RWU can utilize this information and connect the different departments within the Utility. Using graphs, she discussed how helpful this information can be when tracking inspections, permits, fees, etc. interacting with other City Departments. As previously approved, the next step will be authorizing issuance of a request for qualification. No action was taken.

Chairman McClure recognized Attorney Joseph McGehee from Matthews Campbell Rhoads McClure & Thompson, PA representing David Mancia of Mancia Properties being the owner of 1715 S 8<sup>th</sup> St. Rogers, Arkansas. Using photos, Mr. McGehee presented information regarding a claim for damages to a commercial parking lot as a result of a main waterline break at this location in December 2019. Mr. Mancia stated that the concrete is continuing to sink in certain areas, causing problems as a result of the water break. RWU had repaired the mainline break and PaveCon of NW Arkansas had made repairs to the parking lot, sidewalk, and highway (meeting State requirements). He presented an estimate from Deeter Construction in the amount of \$62,500. He is requesting RWU to pay for the cost of repairing the entire parking lot (\$6,000 less separated out for "existing damage") for a total claim amount of \$56,500. After discussion, Commissioner Don Kendall made a motion, second by Commissioner Roger Surly to table the request to allow RWU to research more information. Commissioner Kathy McClure abstained. Roll Call: Unanimous – Yes. All in favor, motion carried.

Chairman McClure recognized Wick Warden of Freese and Nichols, Inc. (FNI) to present the Wastewater Master Plan Update. Using slides, Warden highlighted the current status of the study, which includes the collection system model/evaluation and Pollution Control Facility condition assessment and planning.

Chairman McClure recognized Brian Sartain, Utility Engineer to present the bid results for the S Arkansas Street Gateway Project (Oak St to Locust St). Sartain stated this project is replacing approximately 5,500 LF of waterline and 4,000 LF of sanitary sewer. Staff recommends the acceptance of the lowest responsive bid by Crossland Heavy Contractors, authorizing the reimbursement of funds to the City of Rogers for water and sewer relocation costs totaling \$2,601,654.20 as established in the guaranteed maximum price for the work package "S Arkansas St Gateway" under the Construction Management agreement between the City of Rogers and Nabholz. Commissioner Don Kendal made a motion, second by Commissioner Mike Watkins to accept the lowest bid from Crossland Heavy Contractors not to exceed the amount totaling \$2,601,654.20 as submitted. Commissioner Travis Greene abstained. All in favor, motion carried.

Brian Sartain continued, presenting the recommended selection of an engineering consultant for an update to the Water Master Plan. Staff considered engineering consultants based on annual qualifications (submitted September 2019). Staff recommends the selection of Garver Engineers to

provide engineering services, allowing staff to negotiate the scope and fees included in the engineering contract. The Rogers Waterworks and Sewer Commission will be presented the contract for consideration following negotiations. A motion was made by Commissioner Don Kendall, second by Commissioner Roger Surly to authorize Garver Engineers as the Engineering Consultant for the Water Master Plan Update. All in favor, motion carried.

Chairman McClure recognized Johnny Lunsford to present Resolution No. 20-16 authorizing the purchase of a DitchWitch HX50 vacuum excavator of up to and including One Hundred One Thousand, Five Hundred Ninety-Seven Dollars and forty-five cents (\$101,597.45) plus shipping and applicable taxes not included. Commissioner Roger Surly asked how this equipment performs differently than what we currently have. Lunsford explained when working around mains, it is now being required to vacuum rather than mechanically dig, having additional equipment would be essential for the field workload. This is a budgeted item. Commissioner Roger Surly made a motion, and second by Commissioner Travis Greene to approve Resolution No. 20-16 to purchase a vacuum excavator; waiving competitive bidding from Charles Machine Works Inc. through the DitchWitch of Arkansas in the amount of \$101,597.45 as submitted. All in favor, motion carried.

Brent Dobler requested approval of Resolution No. 20-17 authorizing procurement of centrifuge rebuilding services for the RPCF; waiving the requirements of competitive sealed bidding. Management of RWU may select a firm and proceed to contract for the services without further action of the Commission. A motion was made by Commissioner Roger Surly, and second by Commissioner Mike Watkins to approve Resolution No. 20-17 as submitted. All in favor, motion carried.

With no further business, Chairman McClure adjourned the meeting at 5:45 PM.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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