

## Rogers Waterworks and Sewer Commission

December 21, 2020

### Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, December 21, 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, Stephen Ponder, Aaron Short, Jennifer Lattin, Matt Savell, Todd Beaver, Jerry Roegner, Debbie Putman, Dana Daniel, and Vera Hall. Others in attendance were Craig Hardin of Olsson and Robert Frazier of the Frazier law Firm. Chairman McClure called the meeting to order at 4:00 PM.

Johnny Lunsford, Construction and Maintenance Manager recognized Terry Edwards, Construction Supervisor celebrating twenty-five (25) years and Adan Perez has completed his Class IV Water License. Also Michael Friedemann just obtained his CDL. The RWWSC expressed congratulations.

A motion was made by Commissioner Roger Surly, second by Commissioner Don Kendall to approve the minutes of the October 19, 2020 meeting as submitted. All in favor, motion carried.

Chairman McClure recognized Jennifer Lattin, Controller to present the November 30, 2020 financial reports. Lattin stated that water consumption for the month of November 2020 is up 12.75% from November 2019. Billed revenue is up 22.08% from November 2019. The Water Department reported a profit of \$180,000 for November 2020. A profit of \$67,000 was reported for November 2019. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$445,000 and are ahead of budget by \$195,000, and compares to Year to Date access and impact fee revenue of \$398,000 in FY 20 and \$259,000 in FY 19. Year to Date profit is more than the prior year and ahead of budget.

Sewer consumption for the month of November is up 2.38% from November 2019. Billed revenue is up 15.10% from November 2019. Commercial consumption is down 11% from November 2019. The Sewer Department reported a profit of \$270,000 for November 2020. A profit of \$255,000 was reported for November 2019. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$926,000 and are ahead of budget by \$435,000, and compares to Year to Date access and impact fee revenue of \$809,000 in FY 20 and \$587,000 in FY 19. Year to Date profit is more than the prior year and ahead of budget.

Lost Water is at 0% for the month of November 2020, 16% for the calendar year, and 15% for the last twelve (12) months.

The Total Restricted and Unrestricted Funds are \$39.6 million for November 2020, which is an overall increase of \$3,140,000 from November 2019. Water Funds increased by approximately \$950,000 and Sewer Funds increased by \$2,190,000. In December, approximately \$2 million of Sewer Funds will be used to pay off the Series 2010 Sewer Revenue Bonds. \$9.6 million of the \$39.6 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

The RWU lobby remains closed with all business being conducted over the phone, via email, online, and in the drive-through. Lattin shared a graph depicting the payment method variations over the last twelve

(12) months showing it has largely been unaffected by COVID-19 and approximately 30% of all payment transactions require assistance of RWU personnel. There were no questions.

Chairman McClure recognized Brian Sartain, Utility Engineer for the November engineering report. Sartain stated that the majority of the engineering staff will continue to work from home which will minimize potential exposures to COVID and need for quarantines. There continues to be a steady backlog of plan review and inspection work. RWU has collected \$1,500 in plan review fees in October-November. The schedules of some City Street Projects that were initially scheduled to go out to bid in December have proven optimistic, however, several are in the final stages of land acquisition. Others are in the 60-90% design phase.

The Train II Design-Build at the RPCF had a good bid turnout, and combines with value engineering of some process equipment result in a guaranteed maximum price well under the initial estimate. On the Solids Handling Phase II, we have been working with our design team to narrow the field of options for drying technologies to replace the Thermoflute Dryer. However we have yet to select a technology as all have exhibited drawbacks. Those that appear ideal on paper have been found to exhibit poor performance in the field. We continue to evaluate these options. Freese & Nichols has submitted technical memorandums for process evaluations and condition assessments at the RPCF which are currently being reviewed by staff. Also, Garver is working on updating the hydraulic water distribution model and working with staff to evaluate options for district metering in the Prairie Creek & Monte Ne areas to aid in identifying areas of lost water. The distribution of development is all throughout as we have more projects coming in on the South part of town. The FRP Sewer Rehab as well as 9<sup>th</sup> & 10<sup>th</sup>-Persimmon to Walnut are still under construction finishing up. Two new projects in the design phase include an 18" Water Main I-49 Crossing from Ajax-28<sup>th</sup>, and re-commissioning a Moberly Lane Metering Station as part of the Risk and Resiliency Program. The next new downtown project is Poplar St – 1<sup>st</sup> to 8<sup>th</sup>. There were no questions.

Chairman McClure recognized Todd Beaver, RPCF Manager to present the November RPCF Reports. Beaver said the Discharge Monitor Report looks good. There was some issues with the Solids Production but was addressed with staff working additional overtime. The FOG Inspection Report noted limited inspections and follow-ups done on those establishments that required corrections. We are continuing to meet with Mobile Food Vendors to discuss clean kitchen practices and explain the approved procedures for disposing of their wastewater. One inspection was performed at Bekaert with no permit violations being reported since January 2020. The vacant position for a maintenance tech has now been filled. 295.8 MG was treated in November with approximately 68 MG additional flow from I and I. These flows included 6.9" of rain over 8 events. There were no questions.

Chairman McClure recognized Johnny Lunsford, Construction and Maintenance Manager to present the November Operations Report. He stated that the field teams continue to work in their designated pods. One pod had tested positive for COVID-19 and everyone has now returned back to work. The staff and Commission expressed appreciation to all the teams for their hard work during difficult times. There were no questions.

Debbie Putman, Programmer/Analyst II gave a brief update on the Microsoft 365. She presented a general graph showing the different applications that are forthcoming. One noted is the RWU email has been changed to the RWU.org addresses rather than the ROGERSAR.gov that was used previously. The next project will be setting up teams that will enable us to collaborate and work together on one document,

with this being in one location it will be time saving and more efficient. The next step will be to move the database and file server to the cloud and work with the disaster recovery plans. There were no questions.

Chairman McClure recognized Dana Daniel, HR Director to present Resolution No. 20-26 w/exhibit 1 attached amending certain portions of the Employee Policy Manual. This includes Section 3 regarding Non-Discrimination and a portion of Section 4 regarding Unlawful Employee Harassment and also Section 16 regarding Sick Leave. Commissioner Roger Surly made a motion, second by Commissioner Mike Watkins to approve Resolution No. 20-26 w/exhibit 1 as submitted. All in favor, motion carried.

Daniel continued with requesting approval of Resolution No. 20-27 for a Cost of Living Adjustment (COLA). RWU has proposed that the pool of merit increase funds for the next budgeted year be set at two (2%) of the amount of RWU's gross payroll beginning July 1, 2021. In addition, a Cost of Living Adjustment (COLA) of one (1%) be applied to wages and salaries of RWU employees effective January 1, 2021. Commissioner Don Kendall asked if everyone receives the total of three (3%) pay adjustment. Brent Dobler replied no, the 2% increase is based on the employee's performance reviews that are assessed each six months. A motion was made by Commissioner Don Kendall, second by Commissioner Mike Watkins to approve Resolution No. 20-27 as submitted. All in favor, motion carried.

McClure recognized Todd Beaver, RPCF Manager to request approval of Resolution No. 20-28 authorizing approval to purchase replacement parts for the Headworks Screens; waiving competitive bidding. A motion was made by Commissioner Roger Surly, second by Commissioner Don Kendall to approve Resolution No. 20-28 to purchase replacement parts for the RPCF from Vulcan Industries, Inc. of Missouri Valley, IA in the amount of \$68,400 plus shipping and applicable taxes as submitted. All in favor, motion carried.

Chairman McClure recognized Brian Sartain to request selection of Architectural & Engineering Services for the RWU Field Operations/Administration Facilities. Three firms were chosen based on annual qualification statements. Based on the RWU Selection Committee scoring of statements of qualifications, staff recommends selection of Hight-Jackson Associates to provide the architectural and engineering services. Commissioner Travis Greene made a motion, second by Commissioner Don Kendall to approve Hight-Jackson Associates to provide architectural and engineering services for the RWU Field Operations/Administration Facilities. All in favor, motion carried.

Brian Sartain continued with request for a motion to accept guaranteed maximum price (GMP) from the Design-Builder for the RPCF Train II Rehab. Sartain shared exhibit A showing the GMP Pricing Summary. Staff recommends the approval of the Guaranteed Maximum Price (GMP) in the amount of \$4,664,272 and the reduction of the design-builder's fee from 27.60% to 25.60% of the cost of the work. Staff further requests authorization to negotiate the final form and content of amendments to the progressive build-design contract reflecting the GMP and design-builder fee reduction. Commissioner Roger Surly made a motion, second by Commissioner Mike Watkins to accept the GMP in the amount of \$4,664,272 as submitted. All in favor, motion carried.

Chairman McClure recognized Brent Dobler, Superintendent to present Resolution No. 20-29 authorizing an amendment and reinstatement to the site lease agreement with Sprint Spectrum, L.P. for its occupancy of the Persimmon Street Water Tower. This will extend the agreement for one (1) year beginning January 1, 2021 and ending December 31, 2021. A motion was made by Commissioner Travis Greene, second by Commissioner Don Kendall to approve Resolution No. 20-29 as submitted. All in favor, motion carried.

Chairman McClure recognized Jennifer Lattin, Utility Controller to request approval to add a new position of CSR II as an additional staff member to the Front Office Staff. The total effect for the current fiscal year with salary and benefits is estimated to be \$23,000. Commissioner Roger Surly made a motion, second by Don Kendall to approve the additional position to the Front Office Staff as submitted. All in favor, motion carried.

Brent Dobler reminded the Commission that Chairman Kathy McClure has completed her two-year term as Chairman. Also, Jennifer Lattin gave a reminder that the Chairman for the Depository and Investment Committee would be expiring as well. After discussion, the Commission decided to make the new appointments at the January 2021 meeting.

With no further business, Chairman McClure adjourned the meeting at 5:01 PM.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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