

## **Rogers Waterworks and Sewer Commission**

**July 26, 2021**

### **Minutes**

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, July 26, 2021 in the Rogers Water Utilities Administration Building located on 601 S 2<sup>nd</sup> St. Commissioners present were Mike Watkins, Roger Surly, Travis Greene, Kathy McClure and Don Kendall. Rogers Water Utilities staff present were Brent Dobler, Brian Sartain, Stephen Ponder, Aaron Short, Todd Beaver, Dana Daniel, Jene' Huffman-Gilreath, Vera Hall, Mario Morales, and Donna Wilson. Others in attendance were Robert Frazier of the Frazier Law Firm. Chairman Watkins called the meeting to order at 4:00 PM.

A motion was made by Commissioner Roger Surly, second by Commissioner Don Kendall to approve the minutes of the June 21, 2021 meeting as submitted. All in favor, motion carried.

Brent Dobler stated that the Financial Reports are not yet complete and requested the June 2021 (Year End) Reports be tabled until the August meeting.

Chairman Watkins recognized Brian Sartain, Utility Engineer for the June Engineering Report. Sartain stated that engineering has experienced a backlog in plan review partly due to scheduled staff vacations. A decrease in civil plan submittals have been noted, possibly due to volatility in the construction market (material shortage, and higher inflation costs, etc.) but it remains to be seen if this is the start of a trend. The June Plan Review received 24 plumbing plan reviews with new project submittals including Preformed Line Products Expansion, Glad Manufacturing Addition, Hudson Rd Marine, Saddle Ridge Townhomes and the Grove 2021. Arkansas Street remains under construction as well as Garrett Rd/Mt. Hebron Park. There has not been significant progress on other upcoming street projects, with no bid dates announced yet. Centennial Park did go out for bid, which will include sewer work. The RPCF Train II Rehab is still under construction (photos reviewed), and the 9<sup>th</sup>, 10<sup>th</sup>, & Persimmon St is getting close to being completed, with some sewer work still remaining. The 2021 Waterline Replacements & Relocations should be starting soon as we are still waiting on materials. The I-49 Waterline Crossing is still in progress (waiting on materials and one easement). The Hwy 112 Lift Station (Scissortail) is currently underway in the preliminary design phase.

The Pinnacle Sewer Replacement Project now complete with design is currently being reviewed by the Health Department and hopes to go out to bid soon. The engineering team is expected to meet soon on the Solids Handling Ph II Project to review options and make a formal decision for the selection of equipment. The Recoating of the 11<sup>th</sup> St Elevated Tank is expected to bid this fall with projected completion next spring. Staff has been working with the Architect on site concept and floor plans for the RWU Field Ops and Admin Facility. August will begin formal site survey work for property line adjustment and rezoning request. Staff received and has been reviewing the draft report for the Wastewater Master Plan and Water Master Plan Update. Smoke testing was completed by Trekk Design on July 6<sup>th</sup> as engineering has been coordinating with field operations to document and map known deficiencies in the sewer system as well as chronic problem areas. Survey work has begun on one of the problem areas and are working through the list of known deficiencies to identify appropriate

repair methods, which will be packaged in a bid. Sartain presented some photos of the Train II Rehab Project showing progress. There were no questions.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present the June RPCF Reports. Beaver stated that the Discharge Monitoring Report had good results with no violations reported. The Industrial Pre-Treatment noted the total amount of surcharges for the 2020-2021 budget year (July 2020 through June 2021) is \$79,337.97. There were nine (9) self-monitoring reports processed with no permit violations since January 2021. The FOG primarily focused on follow-up inspections, plan reviews, sampling and training. Changes were made to the FSE FOG poster that covers details of the Clean Kitchen Practices that FSE's should follow. These are expected to be printed and ready for distribution by the end of the 3<sup>rd</sup> quarter. RPCF has hired a new maintenance technician making full staff now. Maintenance has continued trying to identify problems with the traveling bridge on filter 2. It has taken some time for their arrival and now expect to get the wheels replaced. We are working on establishing a quote for needed maintenance on the sludge dryer. 343.6 MG was treated in June with approximately 88.4 MG from Infiltration and Inflow. These flows included 3.29" of rain over nine (9) events. There were no questions.

Chairman Watkins recognized Jene' Huffman-Gilreath, Shared Services Manager to present the IT Report. She stated the department is now staffed with four (4) full time employees. She shared the concern for RWU's cybersecurity. The IT Team has been working diligently with CISA (Cybersecurity and Infrastructure Security Agency) to strengthen and segregate our network to increase security and control. Huffman-Gilreath explained that she with the IT Team just had an in- house team workshop bringing ideas and brainstorming to identify our weaknesses and put a plan in place to better provide security as well as software implementation. There were no questions.

Huffman-Gilreath continued to present Resolution No. 21-18 authorizing a change order with Timmons Group, Inc. for implementation of Cityworks and related software. The approximate total cost of the change order is \$676,000. This has been budgeted and a portion will be a cost share with the City of Rogers. Commissioner Travis Greene asked how long of a time table. Huffman-Gilreath said this is expected to be over a three (3) year span. Commissioner Don Kendall made a motion, second by Commissioner Kathy McClure to approve Resolution No. 21-18 for a change order with Timmons Group, Inc. as submitted for a total cost of approximately \$676,000 with a cost share portion with the City of Rogers. All in favor, motion carried.

Resolution No. 21-19 authorizing a joint procurement agreement with the City of Rogers for purchase of Hylands and Rock Solid Software Licenses in connection with procurement of Cityworks Software; appropriating funds for the purchase; waiving competitive bidding for the software licenses. Commissioner Roger Surly asked if this also was a cost share with the City of Rogers. Huffman-Gilreath replied yes. A motion was made by Commissioner Kathy McClure, second by Commissioner Don Kendall to approve Resolution No. 21-19 as submitted. All in favor, motion carried.

Chairman Watkins recognized Brian Sartain, Utility Engineer to present Resolution No. 21-20 (also Exhibit A, Affidavit of Document Destruction) authorizing destruction of certain engineering documents that are older than ten (10) years needing to be destroyed in accordance with the RWU Record Retention and Disposal Policy. Commissioner Roger Surly asked if an electronic copy of these files were needed. Sartain stated that staff has carefully reviewed the list of documents inventory and did make electronic copies of certain items that were deemed to be useful, but that most documents proposed

for destruction were part of the design development and construction process, and had been superseded by permanent record drawings and easements which are retained. A motion was made by Commissioner Travis Greene, second by Commissioner Don Kendall to approve Resolution No. 21-20 as submitted. All in favor, motion carried.

Sartain presented request for approval of CMAR agreement with Flintco, LLC to provide Construction Management/General Contractor Services, authorizing staff to negotiate the final form and content of the Agreement, which shall include a lump sum fee of \$25,000 plus reimbursable expenses for preconstruction services, and establishing a construction manager's fee of 5.5% of the cost of the work for construction phase services. A guaranteed maximum price amendment will be executed at the appropriate preconstruction milestone when the cost of the work can be accurately estimated. Staff will return to the Commission for approval of this amendment. Commissioner Travis Greene asked what the estimated budgeted amount for this project. Sartain replied 5 million for the RWU Field Ops and Administration Facility Project. Commissioner Kathy McClure made a motion, second by Commissioner Travis Greene to approve the CMAR agreement with Flintco, LLC as submitted. All in favor, motion carried.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present Resolution No. 21-21 authorizing purchase of a hydroflo pump for the RPCF from JCI Industries, Inc; authorizing expenditure of up to and including \$59,104 plus shipping and applicable taxes for the purchase; waiving competitive bidding. This is a budgeted item. A motion was made by Commissioner Don Kendall, second by Commissioner Roger Surly to approve Resolution No. 21-21 in the amount of \$59,104 from JCI Industries, Inc. as submitted. All in favor, motion carried.

Chairman Watkins recognized Robert Frazier, RWU legal counsel requesting approval of Resolution No. 21-22 authorizing a development agreement pertaining to a proposed annexation of land near Lillard Lane. Frazier referred to a map showing the location of the real property proposed to be annexed. Commissioner Travis Greene asked the estimated cost if RWU had to extend water and sewer services to the property at its own expense. Brian Sartain replied it would be a possible six figure significant amount. After discussion, Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve Resolution No. 21-22 as submitted. All in favor, motion carried.

Frazier continued with presentation of Resolution No. 21-23 authorizing action with respect to Case No. 04CV-19-2460 (the Ramthun Litigation) pending in Benton County, Arkansas Circuit Court. A motion was made by Commissioner Don Kendall, second by Commissioner Kathy McClure to approve Resolution No. 21-23 as submitted. All in favor, motion carried.

Frazier requested approval of Resolution No. 21-24 a resolution increasing the purchasing authority of the Superintendent of Rogers Water Utilities. Act 435, *inter-alia* amends Ark. Code. Ann. §14-58-303 (b) to raise the amounts for which competitive bidding is required from Twenty Thousand Dollars (\$20,000) to Thirty Five Thousand Dollars (\$35,000). Commissioner Roger Surly made a motion, second by Commissioner Travis Greene to approve Resolution No. 21-24 as submitted. All in favor, motion carried.

With no further business, Chairman Watkins adjourned the meeting at 5:24 PM.

**Respectfully submitted,**

A handwritten signature in blue ink, appearing to read 'Brent Dobler', with a long horizontal stroke extending to the right.

**Brent Dobler, Acting Secretary/djw**

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