

Rogers Waterworks and Sewer Commission

June 21, 2021

Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, June 21, 2021 in the Rogers Water Utilities Administration Building located at 601 S 2nd St. Commissioners present were Mike Watkins, Roger Surly, and Kathy McClure. Don Kendall and Travis Greene were absent. Rogers Water Utilities staff present were Brent Dobler, Johnny Lunsford, Mark Landis, Brian Sartain, Aaron Short, Todd Beaver, Dana Daniel, Jene' Huffman-Gilreath, Vera Hall, Matt Savell, Debbie Putman, Jerry Roegner, 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 Kathy McClure to approve the minutes of the May 17, 2021 meeting as submitted. All in favor, motion carried.

Chairman Watkins recognized Matt Savell, Senior Accountant to present the May 2021 Financial Reports. Savell stated that water consumption is up 10.01% from May 2020. Billed revenue is up 7.28% and includes one less billing day compared to May 2020. The Water Department reported a profit of \$175,000 for May 2021 with a profit of \$110,000 reported for May 2020. The difference is due to an overall increase in revenues (\$297,000) with a relatively similar increase in expenses (\$232,000). The increase in both can be contributed to delivering 128.7 million gallons of water to Bentonville and billing them for the full 187.6 million gallons over the course of the repair in late April and early May. Year to date profit is more than the prior year and ahead of budget. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$1,065,000 and are ahead of budget by \$515,000, and compares to Year to Date access and impact fee revenue of \$776,000 in FY 20 and \$520,000 in FY 19.

Sewer consumption for the month of May 2021 is up 8.36% from May 2020. Billed revenue is up 6.35% from May 2020 and includes one less billing day compared to May 2020. The Sewer Department reported a profit of \$389,000 for May 2021 with a profit of \$360,000 reported for May 2020. Year to date profit is more than the prior year and ahead of budget. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$2,231,000 and are ahead of budget by \$1,149,000, and compares to Year to Date access and impact fee revenue of \$1,625,000 in FY 20 and \$1,189,000 in FY 19.

The Lost Water is at 16% for the month of May 2021, 16% for the calendar year, and 14% for the last twelve months.

The Total Restricted and Unrestricted Funds are \$40.9 million for May 2021, which is an overall increase of \$4,746,000 from May 2020. Water Funds increased by approximately \$2,245,000 and Sewer Funds increased by \$2,500,000. \$5.9 million of the \$40.9 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

The RWU lobby has re-opened and have resumed normal operations. There were no questions.

Chairman Watkins recognized Brian Sartain, Utility Engineer for the May Engineering Report. Sartain stated that the engineering staff is now working full time from the office location since early June. One construction inspector has transferred to the field operations and that position was filled with a promotion of another field technician. The engineering department has seen new high-density

development concepts that have presented challenges in plan review (i.e. horizontal property regimes, pervious paver storm water retention systems). The May Plan Review received seventeen (17) building plumbing plan reviews with seven (7) new project submittals including Casey's General Store, Hudson Commercial Park, and Sky Valley Estates and others. Arkansas Street remains under construction as well as Garrett Rd/Mt Hebron Park. There are several projects in design such as JB Hunt Dr, W Walnut St, Uptown Overpass and others. The Utility Projects currently under design include the Hwy 112 (replace Scissortail Lift Station), Pinnacle Sewer Replacement, Solids Handling Ph II-equipment selection phase, repainting of the 11th St elevated storage tank (hoping to bid in the fall), and district metering areas. The RPCF Train II Rehab (Design-Build) is still under construction along with the 9th, 10th, and Persimmon Streets, and the 2021 Waterline Replacements & Relocations Project (waiting on materials).

Sartain provided a conceptual sketch of the RWU Field Ops & Administration Facility, stating that staff has been working with Hight-Jackson Architects and Flintco on the conceptual plan. Commissioner Surly asked if there would be fencing around the facility. Sartain said the need for perimeter fencing will be minimized since the building will serve as the secure area perimeter for much of the site, using an interior courtyard for operations. He stated that portions of the proposed building utilizes setback reductions, which will trigger the need for the property to be re-zoned. Staff expects draft reports for the Wastewater and the Water Master Plan update in early July. Smoke testing with Trekk Design is scheduled for the week of June 28 to help identify problem areas. Engineering is working with field operations to draft a yearly "maintenance contract" for sanitary sewer that would be bid out to help field operations to reduce the backlog of known issues. Staff is currently working to identify the most problematic areas that has been an issue due to the lack of organized data. Commissioner Surly asked where the new Casey's was located. Sartain replied on the NW corner of New Hope Rd and Bellview Rd intersection. There were no further questions.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present the May RPCF Reports. Beaver referred to the Discharge Monitoring Report explaining a possible violation which resulted from the golf course not utilizing as much reclaimed water due to the large amount of rainfall received. He said it was due to sampling being on the same day they were not using therefore not providing adequate data. The Industrial Pre-Treatment Program noted the surcharges issued during the month bringing the total now to \$64,709.11. The self-monitoring data submitted by the permitted industries is being reviewed-sampling that occurred during the previous month. The FOG Inspection Report performed 24 inspections this month with no significant issues at this time. There were no questions.

The Train II Rehab is still underway with minimal impact on operations. The maintenance technician search continues. We have experienced problems with the traveling bridge on filter 2. If failure to isolate the issues continue, we may need to seek outside help. With the dryer system down for a day, some maintenance was done and it was determined some bearings and specialized seals will need to be replaced most likely using an outside company. 414.6 MG was treated in May. Approximately 179 MG treated from Infiltration and Inflow. These flows included 5.14" of rain over 17 events. There were no questions.

Chairman Watkins recognized Johnny Lunsford, Operations Manager Manager to present the May Operations Report. Lunsford stated that problems still exist from being short staffed. Good weather has enabled staff to catch up on top soil jobs that was behind schedule due to all the rainfall. Lunsford commended the field crews for doing a great job. There were no questions.

Chairman Watkins recognized Dana Daniel, HR Director to present Resolution No. 21-16 amending the Compensation Administration Policy for the Rogers Water Utilities; amending certain pay ranges with exhibit 1 attached. Salaried positions exempt from overtime and minimum wage requirements (“exempt positions”) are noted by asterisk on exhibit 1. Pay ranges for employees in positions which are not exempt from overtime and minimum requirements (“non-exempt positions”) assume full-time employment for one (1) year at a corresponding hourly wage. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to approve Resolution No. 21-16 with exhibit 1 attached, to be effective July 1, 2021 as submitted. All in favor, motion carried.

Chairman Watkins recognized, Robert Frazier legal counsel for Rogers Water Utilities to present Resolution No. 21-17 to amend certain portions of the Rogers Water Utilities Record and Retention and Disposal Policy regarding Engineering Documents with exhibit 1 attached. Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve Resolution No. 21-17 with exhibit 1 attached as submitted. All in favor, motion carried.

Chairman Watkins recognized Jene’ Huffman-Gilreath, Shared Services Manager to present the renewal contract for janitorial services. The bid opening was held June 9, 2021 with three bids received. The low bidder was Bravo (current contractor) in the amount of \$4,245.06. Huffman-Gilreath discussed the services to be provided and which Rogers Water Utility locations. Commissioner Roger Surly questioned the insurance requirement, Huffman-Gilreath stated that was not an issue in this case. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to renew the Janitorial Services Contract with Bravo in the amount of \$4,245.06 as submitted. All in favor, motion carried.

Chairman Watkins recognized Brian Sartain, Utility Engineer to present Amendment #3 to the Engineering Contract with CEI Engineering for Arkansas Street (City reimbursement). Sartain stated that as the City and Rogers Water Utilities requested CEI perform additional services as part of the Arkansas St. contract, CEI continued to work under the existing engineering contract until it became evident that the initial contract amount would not be adequate to cover expenses of the increased scope of work. Staff recommends the approval of the design amendment from CEI Engineering and approval to reimburse the City of Rogers for design services for water and sewer infrastructure on W Cherry St, S 2nd St, 1st St/Centennial Park, and S Arkansas St. in the amount of \$106,984.37. A motion was made by Commissioner Roger Surly, second by Commissioner Kathy McClure to approve Amendment #3 with CEI Engineering to reimburse the City of Rogers in the amount of \$106,984.37 as submitted. All in favor, motion carried.

Chairman Watkins recognized Aaron Short, Design Engineer to present results of the June 16, 2021 bid opening for the I-49 Water Main Extensions. Three bids were received with Goodwin & Goodwin being the low bidder. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to approve the low bid from Goodwin & Goodwin for the I-49 18” Water Main Extension in the amount of \$566,060, which includes a \$40,000 contingency as submitted. All in favor, motion carried.

Short continued requesting approval of a Change Order Proposal for 9th, 10th, & Persimmon St Project. The main purpose of this change order is to pay for replacement and repair of existing sewer mains within the project area. Part of the existing contingency funds have been used due to unforeseen site conditions and changes needed due to the rework of concrete & sidewalk. Staff recommends approval for \$84,906.58 to pay the Change Order for 9th, 10th, & Persimmon St. Project. Commissioner Roger

Surly made a motion, second by Commissioner Kathy McClure to approve \$84,906.58 for the Change Order as submitted. All in favor, motion carried.

With no further business, Chairman Watkins adjourned the meeting at 4:46 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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