

## Rogers Waterworks and Sewer Commission

September 20, 2021

### Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, September 20, 2021 remotely from the Rogers Water Administration Building located at 601 S 2<sup>nd</sup> St due to the Covid-19 Pandemic. Commissioners present were Mike Watkins, Travis Greene, Roger Surly, Kathy McClure, and Don Kendall. Rogers Water Utilities staff present were Brent Dobler, Brian Sartain, Aaron Short, Vera Hall, Mark Landis, Todd Beaver, Jene' Huffman-Gilreath, Jennifer Lattin, Matt Savell, Debbie Putman, Mario Morales, Jerry Roegner, Dana Daniel, and Donna Wilson. Others in attendance were Jennifer Moore of the City of Rogers City Clerk's Office, and 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 August 16, 2021 meeting as submitted. All in favor, motion carried.

Chairman Watkins recognized Jennifer Moore of the City of Rogers to give a brief video presentation of the Civic Clerk Software (agenda and minutes management) currently being used at the City. She said the software helps staff better prepare and gives board members tools to access more efficiently as it has been proven successful at the City and will be available for RWU & Commissioners use as well. She is the current System Administrator and will provide our staff with the passwords needed to get this software operational with RWU. The Commission thanked her for sharing the Civic Clerk Software video.

Chairman Watkins recognized Jennifer Lattin, Controller to present the August 2021 Year End Financial Reports. Lattin stated that water consumption is down 2.60% for the month of August 2021 and includes one less billing day compared to August 2020. Billed revenue is up 8.84% from August 2020. August 2021 includes one less billing day compared to August 2020. The Water Department reported a profit of \$390,000 for August 2021. A profit of \$425,000 was reported for August 2020. The difference is due to an overall increase in revenues (\$137,000) with an increase in expenses (\$172,000) due to an increase in field repair and maintenance, water purchases, staffing, and depreciation. Fiscal Year to Date collections of access and impact fee revenue for FY 22 are \$227,000 and are ahead of budget by \$119,000, and compares to year to date access and impact fee revenue of \$317,000 in FY 21 and \$174,000 in FY 20. Year to Date profit is less than the prior year but ahead of budget.

Sewer consumption for the month of August 2021 is down .23% from August 2020 and includes one less billing day compared to August 2020. Billed revenue is up 7.14% from August 2020. The Sewer Department reported a profit of \$403,000 for August 2021 with a profit of \$491,000 being reported for August 2020. The difference is due to an overall increase in revenues (\$34,000) with an increase in expenses (\$122,000) due to an increase in PCF maintenance, staffing, and depreciation. Fiscal Year to Date collections of access and impact fee revenue for FY 22 are \$402,000 and are ahead of budget by \$146,000, and compares to year to date access and impact fee revenue of \$637,000 in FY 21 and \$382,000 in FY 20. Year to Date profit is less than the prior year but ahead of budget

Lost Water is at 16% for the month of August 2021, 17% for the calendar year, and 13% for the last twelve (12) months.

The Total Restricted and Unrestricted Funds are \$43.1 million for August 2021. This is an overall increase of \$3.7 million from August 2020. Water Funds increased by approximately \$2.2 million and Sewer Funds increased by \$1.4 million. \$7.6 million of the \$43.1 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

Chairman Watkins recognized Brian Sartain, Utility Engineer for the August Engineering Report. Sartain stated that August has been a busy month with twenty five (25) plumbing plans received for review. We received nineteen (19) new site civil submittals with six (6) new projects including the Dixie lots, townhomes, Rainbow Storage, and a small office building. Development is still reflected on the I-49 corridor, as well as infill on the South side of Rogers and Hudson Road area, as well as redevelopment in the downtown area. There are currently four (4) Utility Projects under construction including the 18 inch Water Main I-49 Crossing Ajax-28<sup>th</sup>, 2021 Waterline Replacements, RPCF Train II Rehab (Design Build), and 9<sup>th</sup> & 10<sup>th</sup> Persimmon to Walnut. The Pinnacle Sanitary Sewer Improvement Project bid opening will be held on October 12, 2021. Other upcoming projects include the 11<sup>th</sup> St Elevated Tank Repaint that will go out again for bid at the end of this month and will have an October bid opening. The Water and Sanitary Sewer Master Plans are being finished with plans to present the Water Master Plan Update at the October meeting and the Sanitary Sewer Master Plan Update at the November meeting. The Street Projects currently under construction include Pleasant Grove Rd Ph III (Sloan Circle to Hwy 112) is nearing completion (with the Hwy 112 intersection work remaining), Arkansas St Gateway, and Garrett Rd Extension/Mt Hebron Park. The I-49 Overpass (Uptown/Oak St) is going out to bid (combined project) with approximately 1.7 million dollars of utility work. The J B Hunt Dr Project will be advertised this month with a November bid opening date to be scheduled.

Sartain referred to a highlighted table to briefly discuss the status of capital project items outlined in the long-term Capital Improvement Plan that was used as a basis for the 2019 rate study. There were no questions.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present the August RPCF Reports. Beaver said the Discharge Monitoring Report has good results with no violations. There were no inspections performed this month with nine (9) self-monitoring reports processed. The Industrial Pretreatment Program noted the total amount of surcharges to date being \$6,834.23 with a total of \$77,141.46 being reported for the previous fiscal year. There was no outstanding data provided from the heavy metal sampling that occurred. The FOG Inspection reported twenty-one (21) inspections for the month. Several of the Rogers Public Schools was serviced before classes started again. The filter issue at RPCF has been resolved with installation of new wheels for the traveling bridge. As work is progressing on getting a quote for the needed maintenance on the sludge dryer, those attempts have been forwarded to the president of the company. Beaver has successfully completed and passed the class IV Waste Water Treatment License. 271.2 MG was treated in August with approximately 16.2 MG treated from Inflow and Infiltration. These flows included 2.99" of rain over 6 events. There were no questions.

Chairman Watkins recognized Mark Landis, Utility Systems Supervisor to present the August Operations Report. Landis discussed a graph showing a decrease in new construction sets for August compared to the previous year. The expanding growth with new subdivisions should result in more new sets next month. The field completed 70 work orders and repaired twelve (12) water leaks. 153,000 feet or 29 miles of waterline was leak logged and 1,361 locates had been completed for the month. Landis stated that the scheduled repairs were behind due to staff shortage with COVID. There were no questions.

Chairman Watkins recognized Jerry Roegner, Programmer/Analyst II. Roegner noted the previous investments we made in IT to include hardware to support stronger security, network monitoring and consultation and pending software migrations. He also mentioned the new IT position that was previously approved by the Commission. Roegner feels this has been the key to their ability to progress in their initiatives.

Also, Roegner discussed how the IT team determined the critical starting point when it came to hardening security and improving the user experience. He identified two (2) categories that the team had to focus on to address these critical points. These two categories being email and firewall, are the pillars of all the work the team has completed over the past five (5) months.

He continued giving detail how the IT team has hardened security around email and the network, and how these implementations were executed in tandem with improving the user experience. The user experience was improved by completing modernization projects on the network, partnering with a consultant, and implementing a documentation system to improve client support.

He also discussed our partnership with the Department of Homeland Security – Cybersecurity and Infrastructure Security Agency (CISA). CISA has helped harden security by working with the ability to simulate attacks and to probe for vulnerabilities. Roegner reported that the security of RWU fared well on the report, and any vulnerabilities that were discovered have been remediated.

Chairman Watkins recognized Jene' Huffman-Gilreath, Shared Services Manager to present Resolution No. 21-26 authorizing disposition of certain obsolete Information Technology (IT) Equipment. She has the IT equipment listed that was inventoried on September 16, 2021 with Exhibit A attached. Commissioner Roger Surly asked if all items listed had been fully depreciated. Huffman-Gilreath stated yes for the exception of one (1) Cannon Large Format Plotter. Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve Resolution No. 21-26 with Exhibit A attached. All in favor, motion carried. There were no further questions.

Chairman Watkins recognized Jennifer Lattin, Controller to present Resolution No. 21-27 permitting *DE FACTO* Customers to establish a new customer account without payment of a new customer fee. Lattin explained that all customers are asked to pay a water and sewer service fee when they setup service the first time. This resolution will allow those certain customers to open a new customer account without paying those fees in cases of death of the Primary Customer, or divorce of a *De Facto* Customer and a Primary Customer. This resolution applies only to residential customer accounts only. A motion was made by Commissioner Kathy McClure, second by Commissioner Don Kendall to approve Resolution No. 21-27 as submitted. All in favor, motion carried.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present Resolution No. 21-28 authorizing renewal of a contract for Waste Water Treatment Chemicals for the Rogers Pollution Control Facility. Beaver said this contract renewal is for one (1) year with Brenntag Mid-South, Inc. A motion was made by Commissioner Travis Greene, second by Commissioner Don Kendall to approve Resolution No. 21-28 as submitted. All in favor, motion carried.

Chairman Watkins recognized Mark Landis to request permission to purchase a new HGAC Pipehunter Front Mount Reel TMS 1600 Gallon Tank in the amount of \$239,650. This custom truck will be used to flush sewer lines. Commissioner Roger Surly asked if this purchase was a replacement and was a

**budgeted item. Landis replied will not be a replacement, but an addition and \$250,000 was budgeted. Commissioner Travis Greene asked if this process was through a bid process and Landis replied yes through a government bid. A motion was made by Commissioner Roger Surly to authorize purchase of the new flush truck in the amount of \$239,650 and second by Commissioner Kathy McClure. All in favor, motion carried. There were no further questions.**

**With no further business, Chairman Watkins adjourned the meeting at 4:55 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**

**File:rwwscmin092021**