

Rogers Waterworks and Sewer Commission

October 18, 2021

Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, October 18, 2021 in the Rogers Water Administration Building located at 601 S 2nd St. Commissioners present were Roger Surly, Travis Greene, Kathy McClure, and Mike Watkins with Don Kendall absent. Rogers Water Utilities staff present were Brent Dobler, Johnny Lunsford, Brian Sartain, Aaron Short, Jerry Roegner, Debbie Putman, Mario Morales, Dana Daniel, Vera Hall, Jene' Huffman-Gilreath, Jennifer Lattin, Todd Beaver, Matt Savell, and Donna Wilson. Others in attendance were Chris Buntin, Josef Dalaeli, and Ryan Pottinger of Garver, Chris Cluck from Landmark CPA's, 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 Travis Greene, second by Commissioner Kathy McClure to approve the minutes of the September 20, 2021 meeting as submitted. All in favor, motion carried.

Chairman Watkins recognized Jennifer Lattin, Controller to present the September 2021 Year End Financial Reports. Lattin stated that water consumption is up 8.49% for the month of September 2021 and includes one additional billing day compared to September 2020. Billed revenue is up 19.41% from September 2020. The Water Department reported a profit of \$628,000 for September 2021. A profit of \$418,000 was reported for September 2020 and the difference is due to an overall increase in revenues (\$304,000) with an increase in expenses (\$94,000) largely due to an increase in water purchases, staffing, depreciation, and normal operations. Fiscal Year to Date collections of access and impact fee revenue for FY 22 are \$313,000 and are ahead of budget by \$151,000, and compares to year to date access and impact fee revenue of \$373,000 in FY 21 and \$203,000 in FY 20. Year to Date profit is more than the prior year and ahead of budget.

Sewer consumption for the month of September 2021 is up 8.50% from September 2020 and includes one additional billing day compared to September 2020. Billed revenue is up 18.03% from September 2020. The Sewer Department reported a profit of \$564,000 for September 2021 with a profit of \$425,000 being reported for September 2020. The difference is due to an overall increase in revenues (\$210,000) with an increase in expenses (\$71,000) due an increase in staffing, depreciation, and normal operations. Fiscal Year to Date collections of access and impact fee revenue for FY 22 are \$538,000 and are ahead of budget by \$154,000, and compares to year to date access and impact fee revenue of \$759,000 in FY 21 and \$446,000 in FY 20. Year to Date profit is more than the prior year and ahead of budget.

Lost Water is at 2% for the month of September 2021, 15% for the calendar year, and %14 for the last twelve (12) months.

The Total Restricted and Unrestricted Funds are \$43.3 million for September 2021, which is an overall increase of \$3.1 million from September 2020. Water Funds increased by approximately \$1.8 million and Sewer Funds increased by \$1.3 million. \$8.2 million of the \$43.3 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation. There were no questions.

Chairman Watkins recognized Brian Sartain, Utility Engineer for the September Engineering Report. Sartain stated that Vera Hall will be retiring in November with seventeen (17) years of service and Dan Grelle celebrated thirty (30) years of service with Rogers Water Utilities. The Commission expressed congratulations. Sartain stated there was twelve (12) plumbing plans reviewed and three sprinkler plan reviews during September. New land development site submittals include Panda Express, Promenade Commons Ph II, 22nd St Business Park, Bryan Properties, 2nd St RV Storage and Promenade & Oak Office Development. While still very active, the construction market continues to be strained by labor and material shortages. The RPCF Train II project has experienced delays in the delivery of materials, causing changes to the schedule and necessitating creative solutions to sequencing to keep the overall construction schedule on track. Some parts are currently being used (recirculation pump) off Train I and put on Train II in order to proceed with the project. Commissioner Roger Surly asked if Train I was down or operational. Sartain replied that Train I is still operational, as it has four pumps and can function with only one pump. The Arkansas St Project is progressing with utilities completed from Chestnut to Poplar, but the project has experienced multiple change orders due to unanticipated utility conflicts, mainly a telecommunications duct bank and contingency funds allotted for the project have been nearly exhausted. The 2021 Waterline Replacements continues, with utility work on Pine St. and Osage St. substantially complete. J B Hunt Dr is currently advertised for bid. The 11th St Water Tower Repaint is currently advertised for bid. Pinnacle Sanitary Sewer Improvements was advertised, with no bids submitted on the October 12th bid opening. Staff will be speaking with plan holders to determine the reason for the lack of interest in bidding this work and will re-advertise this project, possibly with some design revisions.

Staff has been working with field ops on a bid schedule for sewer repairs and maintenance to include manhole rehab, point repairs, and mainline replacement. Staff also is working on construction plans for the replacement of large diameter trunk lines, including sections of Blossom Way and Turtle Creek Sewer. Staff had been working with the consulting engineers to develop a plan for a pilot study for the three (3) technologies selected for the Solids Handling/Dryer Replacement. However, one of the prospective vendors (Gryphon Environmental) was unable to readily provide a pilot. Staff proposes to proceed into conceptual design with the two (2) remaining technologies (Huber and Wyse) and begin the process of selecting a Construction Manager (CM) to aid in preconstruction services, including preliminary cost estimates for building, conveyance, electrical, and other sitework. Staff has worked with master plan consultants to update the GIS geodatabase with more complete and accurate data. We have been working with Timmons Group to prepare for the launch of ESRI enterprise platform and integration with Cityworks. Sartain stated that hopes to have Freese & Nichols here next month to present the reports for the Wastewater Master Plan. There were no questions.

Chairman Watkins recognized Todd Beaver, RPCF Manager to present the September RPCF Reports. Beaver said the Discharge Monitoring Report has good results with no violations. Beaver stated that the dryer is running a seven (7) days a week operation due to the increased capacity of solids. The Industrial Pretreatment Program just participated in a pretreatment compliance inspection with Arkansas DEQ. The amount of surcharges noted to date are \$9,619.99. The FOG Inspection reported twenty (20) inspections this month with no unusual findings to report. Two (2) FSE's have closed Quizno's and Mimi's Cafe'. Staff continues to obtain a quote for needed maintenance on the dryer. 267 MG was treated in September with approximately 12.6 MG treated from Inflow and Infiltration. These flows included 3.53" of rain over 6 events. There were no questions.

Chairman Watkins recognized Chris Cluck from Landmark CPA's to present the June 30, 2021 Water and Sewer Audit Reports. Cluck reported that there were some minor wording changes to be updated on the MD&A and a supplementary information schedule section of the audits and those changes will be released tomorrow, however there are no changes to be made to the audited financial statements presented today. As such, Landmark expresses a fair and clean unqualified opinion on the 2021 Financial Statements, with no proposed adjusting entries noted. Commissioner Roger Surly asked if there was an APERS adjustment. Jennifer Lattin replied yes, that the annual adjustment for APERS pension liability, deferred inflows, deferred outflows, and expense were recorded in the Water and Sewer Financials. She added, the current liability for RWU, Water and Sewer companies combined is approximately \$5 million. There were no further questions. A motion was made by Commissioner Roger Surly, second by Commissioner Travis Greene to approve the 2021 Water and Sewer Audit Reports as submitted. All in favor, motion carried.

Chairman Watkins recognized Brian Sartain, Utility Engineer to present the Architectural Contract Amendment for the RWU Field Ops Facility with Hight-Jackson Associates, PA. Sartain presented the conceptual plans of the new proposed Field Ops Facility. After discussion, Sartain requested approval of \$455,000 to amend the professional services agreement which include civil, mechanical, electrical, plumbing, and structural engineering. Sartain stated there could be some additional reimbursable fees such as mileage, reproduction, and geotechnical borings. Staff recommends approval of \$455,000 for the amendment with High-Jackson Associates, PA. Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly to approve the professional services agreement amendment as submitted. All in favor, motion carried.

Chairman Watkins recognized Aaron Short, Design Engineer presented the bid results for the Uptown & Oak St Overpass. Crossland Heavy Contractors was the low bidder of the two bids received. The water and sewer portion for the Uptown Overpass is \$427,723 including a \$30,000 owner's contingency and the Oak St Overpass portion is \$1,195,932.50 including a \$100,000 owner's contingency for a grand total of \$1,623,655.50. A motion was made by Commissioner Travis Greene, second by Commissioner Kathy McClure to approve \$1,623,655.50 to reimburse the City of Rogers. All in favor, motion carried.

Brian Sartain requested approval to advertise the Request for Qualifications for CMAR for the RPCF Solids Handling Ph II. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure for approval to advertise the Request for Qualifications for the RPCF Solids Handling Ph II. All in favor, motion carried.

Sartain presented an amendment for the Special Contract for Facilities Extensions for the Ninth Street Townhomes with Exhibit "A" attached. This is for the cost to replace an existing 12-inch cast iron water main with a 12-inch ductile-iron water main from its connection to the 24-inch water transmission main to 8th St along the proposed W Linda Lane as depicted on approved plans by Engineering Services, Inc. The amount will not exceed the cost of \$279,508.77 unless a change order is approved by the Utility. A motion was made by Commissioner Kathy McClure, second by Commissioner Roger Surly to approve the amendment for the Ninth Street Townhomes as submitted. All in favor, motion carried.

Brian Sartain, Utility Engineer stated that the Change Order for Pleasant Grove Ph III (Hwy 112 Connection) has not been received as of yet and asked to be tabled.

Chairman Watkins recognized Jene' Huffman-Gilreath to present the bid results held October 6, 2021 for Printing and Mailing Services. LevelOne was the low bidder and received the highest score. Commissioner Roger Surly asked if RWU was charged by the piece. Huffman-Gilreath replied yes and explained additional options offered by LevelOne. Staff request approval to enter into contract negotiations with LevelOne for Printing and other related services. After discussion, Commissioner Kathy McClure made a motion, second by Commissioner Roger Surly for staff approval to proceed with contract negotiations with LevelOne. All in favor, motion carried.

Chairman Watkins recognized Chris Buntin with Garver to present the 2021 RWU Water Master Plan. Buntin (assisted by Josef Dalaeli and Ryan Pottinger) presented a summary of the RWU Master Plan Update, which included the development of the water model, water loss analysis, risk assessment analysis, supplementary water supplies, and proposed water capital improvement projects with associated costs.

With no further business, Chairman Watkins adjourned the meeting at 5:14 PM.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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