

## **Rogers Waterworks and Sewer Commission**

**January 18, 2022**

### **Minutes**

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Tuesday, January 18, 2022 in the Rogers Water Administration Building located at 601 S 2<sup>nd</sup> St. The Commissioners, Brent Dobler and outside attendees were present, all others attended virtually. Commissioners present were Roger Surly, Travis Greene, Kathy McClure, and Mike Watkins. Commissioner Don Kendall was absent. Rogers Water Utilities staff were Brian Sartain, Todd Beaver, Jennifer Lattin, Jene' Huffman-Gilreath, Johnny Lunsford, Dana Daniel, Jerry Roegner, and Donna Wilson. Others in attendance was Robert Frazier of the Frazier Law Firm. Chairman Mike Watkins called the meeting to order at 4:02 PM.

Robert Frazier legal counsel for RWU noted an error in reference to the RPCF purchase of polymer on page 4 of the December 20, 2021 minutes. The correct unit of measure should read \$1.44/lb not ton as stated. Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve the corrected minutes as submitted. All in favor, motion carried.

Commissioner Travis Greene asked about the large leak that had been discovered at 40 Riveria in the Beaver Lake area. Brent Dobler said the leak loggers helped identify the approximate 140,000 gal/day leak which is believed to have been leaking around 4-5 years. There were no more questions.

Chairman Watkins recognized Jennifer Lattin Controller to present the December 2021 Financial Reports. Lattin stated that water consumption is up 4.40% from December 2020. Both Commercial and Industrial usage increased, 12% and 18% respectively. Billed revenue for the month of December 2021 is up 14.37% from December 2020. The Water Department reported a profit of \$137,000 for December 2021 with a profit of \$122,000 reported for December 2020. Fiscal Year to Date Collections of access and impact fee revenue for FY 22 are \$477,000 and are ahead of budget by \$152,000, and compares to year to date access and impact fee revenue of \$552,000 in FY 21 and \$450,000 in FY 20. Year to date profit is more than the prior year and ahead of budget.

Sewer consumption for the month of December 2021 is up 5.66% from December 2020. Billed revenue for the month of December 2021 is up 18.16% from December 2020. The Sewer Department reported a profit of \$335,000 for December 2021 and a profit of \$412,000 was reported for December 2020. Fiscal Year to Date Collections of access and impact fee revenue for FY 22 are \$834,000 and are ahead of budget by \$67,000, and compares to year to date access and impact fee revenue of \$1,117,000 in FY 21 and \$907,000 in FY 20. Year to date profit is more than the prior year and ahead of budget.

Lost Water is at 6% for the month of December 2021, 12% for the calendar year, and 12% for the last twelve (12) months.

The Total Restricted and Unrestricted Funds are \$42.1 million for December 2021. This is an overall increase of \$3.9 million from December 2020. Water Funds increased by approximately \$1,700,000 and Sewer Funds increased by \$2,200,000. \$7.7 million of the \$42.1 million total funds are restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

Lattin stated that staff is in the beginning stages of the Tyler Technologies billing and accounting software implementation. An implementation schedule is expected soon. Commissioner McClure asked if Lost Water 15% or below helped when repairing a water leak. Dobler said yes, Lost Water reported at 15% or below does allow RWU staff more time to make the repair before a boil order is issued. There were no further questions.

Chairman Watkins recognized Brian Sartain Utility Engineer for the December Engineering Report. Sartain stated that the vacancy for GIS/Mapping Technician will be advertised soon. Also Engineering has experienced a backlog of work due to vacations and sick leave during the holidays. The number of plan reviews for December were on par. New projects include Pinnacle Springs Retirement Community, The Plaza (downtown), House Church, Pinnacle Hills Memorial Gardens Expansion, Hudson Rd Commercial Park, 45<sup>th</sup> St Self-Storage, Kum & Go, Patterson Building Expansion, Walmart #5837 "Drone Up" Addition, Enterprise Parking Lot Expansion, and Eastside Elementary Building Expansion.

Projects currently under construction include 2021 Waterline Replacements contractor is expected to begin working again in February. RPCF Train II is expected to be online in early February with substantial completion expected in March. The 11<sup>th</sup> St Water Tower Repaint held a pre-con meeting on January 14<sup>th</sup> with blasting and repainting expected to start in February. The Pleasant Grove Rd-Hwy 112 Crossing is under construction. Arkansas St is waiting to finish the asphalt work on milestone 1 getting ready to start milestone 2 which is south of Poplar. JB Hunt Dr and Oak St & Uptown I-49 Overpass is under construction and has a 3-4 month wait on materials. Projects in Design/Acquisition with the Street Projects: has slow progress with engineering consultants. The projects in design has not changed much due to the staff shortage this past month. Sartain did note that the 10<sup>th</sup> & Chestnut Water & Sewer Project located north of Walnut is a small project added. The Statement of Qualifications were received for CM/GC on January 13<sup>th</sup> for the Solids Handling/Dryer Replacement Project. The recommendation is expected to be presented at the next meeting. The design team is currently developing 15% design plans for both drying technology options (Huber & Wyse). Staff is in review of the final draft of the Water Master Plan before submitting to ADH. Freese & Nichols is finalizing the Wastewater Master Plan reports and incorporating risk-based assessments into the CIP. There were no questions.

Chairman Watkins recognized Jene' Huffman-Gilreath Shared Services Manager to present the IT update. Huffman-Gilreath stated that over the past couple of months, IT has continued to standardize and update hardware based upon a five (5) year replacement rotation. Commissioner Travis Greene asked how many computers we have. Huffman-Gilreath replied approximately 85. Two new servers are being added as well as two additional firewalls. Our network is in the process of segregation based upon department and work done. Commissioner Roger Surly asked about the security of our data backup. Huffman-Gilreath said that tapes are currently being stored in a safe offsite. Digital and cloud backup is provided as well. IT staff works well together and each handles a specific area of our department, but we are also cross-training. There were no further questions.

Chairman Watkins recognized Todd Beaver RPCF Manager to present the December RPCF Reports. Beaver said the Discharge Monitoring Report looked good but did have an overflow reported at the Plant. The Industrial Pretreatment Program assessed the total amount of \$6,103.83 in surcharges for December 2021. There were five (5) industrial inspections; Pel Freez, Bekaert, SE Poultry, Tyson Chicken Quick and WestRock. Pel Freez had a low PH violation reported. The FOG inspection had routine inspections this month with a few facilities increased to every 60 day pump outs versus every 90 days.

It continues to be busy with the renewal inspections of the food trucks. Negotiations has begun with BCR to repair the sludge dryer. After review, just waiting now on the revision in timeline and price. We did experience some struggles with the gearbox and motor that delivers dried solids to the silo. After seeking outside help, it was removed and replaced the same day to get us operational again.

The vacancy from a maternity leave was filled with the interim candidate that has been working well. 316 MG was treated in December with approximately 52 MG treated from Inflow and Infiltration. These flows included 5.19" of rain over eleven (11) events. There were no questions.

Todd Beaver presented Resolution No. 22-01 to approve a contract with BCR Environmental Corp for bearing/shaft seal repairs of the sludge dryer at the RPCF; authorizing expenditure of up to and including One Hundred Eighteen Thousand, Fourteen Dollars and thirteen cents (\$118,014.13) plus shipping charges, any additional material and labor charges, any applicable taxes and if any ancillary charges. After discussion Commissioner Roger Surly made a motion, second by Commissioner Kathy McClure to approve Resolution No. 22-01 as submitted in the amount of \$118,014.13 with BCR. All in favor, motion carried.

Robert Frazier RWU Legal Counsel presented Resolution No. 22-02 to authorize an amendment for Resolution No. 21-33 (passed on December 20, 2021) as the schedule of Water Service Construction Costs in the Resolution contains a typographical error, namely the omission of a "1" in the line of the schedule specifying costs for "1 ½" Single. A motion was made by Commissioner Kathy McClure, second by Commissioner Roger Surly to approve Resolution No. 22-02 as submitted to amended Resolution No. 21-33. All in favor, motion carried.

Brian Sartain presented Resolution No. 22-03 with exhibit 1 attached to adopt a customer service agreement addendum for sewer service involving private pump stations to be effective immediately. A motion was made by Commissioner Travis Greene, second By Commissioner Roger Surly to approve Resolution No. 22-03 with exhibit I attached as submitted. All in favor, motion carried.

Brian Sartain continued presenting Resolution No. 22-04 with exhibits attached recommending amendment of certain portions of Chapter 54, Utilities, of the Code of Ordinances of the City of Rogers, Arkansas. A motion was made by Commissioner Kathy McClure, second by Commissioner Travis Greene to approve Resolution No. 22-04 with exhibits attached as submitted. All in favor, motion carried.

Brian Sartain requested approval of an Engineering Contract with CEI Engineering. This project shall include professional services associated with the design of construction documents for the Alley improvement project located between 1<sup>st</sup> St and 2<sup>nd</sup> St, from Cherry St to Maple St; the Elm Street improvement project from 1<sup>st</sup> St to 3<sup>rd</sup> St; the 2<sup>nd</sup> St improvement project from Elm St to Olive St; and the 3<sup>rd</sup> St improvement project from Poplar St to Chestnut St. Commissioner Travis Greene made a motion, second by Commissioner Kathy McClure to approve \$442,405.00 the engineering contract price with CEI Engineering as submitted.

With no further business, Chairman Watkins adjourned the meeting at 5:11 PM.

**Respectfully submitted,**

A handwritten signature in blue ink, appearing to read 'Brent Dobler', with a stylized flourish at the end.

**Brent Dobler, Acting Secretary/djw**

**File:rwWSC011822**