

Rogers Waterworks and Sewer Commission
November 21, 2022
Minutes

The Rogers Waterworks and Sewer Commission held its regularly scheduled meeting at 4:00 PM Monday, November 12, 2022, in the Rogers Administration Building located at 601 S 2nd Street. Present were Commissioners Roger Surly, Travis Greene, Kathy McClure and Peter Farmer. Rogers Water Utilities staff present were Jennifer Lattin, Dana Daniel, Brian Sartain, Chene Bailey, Aaron Short, Johnny Lunsford, David Staib, Brent Dobler, Jerry Roegner and Debbie Putman. Also in attendance was Robert Frazier, Jason Cocklin with Freese & Nichols and John Evans from Landmark CPA's.

Chairman Watkins was not able to attend due to sickness. Kathy McClure assumed the duties of Chairperson in his absence. McClure called the meeting to order at 4:00PM. Commissioner Farmer made a motion, seconded by Roger Surly to approve the minutes from the October 17th meeting as submitted. All in favor, motion carried.

The RWU annual audit reviews for year ending June 30, 2022 were then presented by John Evans with Landmark CPA's. There are two audit reports to present, one is the "Financial Statement Audit", and the other is "Accordance with Government Auditing Standards". Landmark's opinion on the financial statements is that they were fairly presented in all respects and the financial statements received a clean, unmodified report. John was pleased to report that no findings were found related to internal controls or compliance with regard to "Accordance with Government Auditing Standards". A motion was made by Commissioner Farmer to approve the annual audit report, seconded by Commissioner Surly. All in favor, motion carried.

Commissioner McClure then recognized Jennifer Lattin. She informed that RWU was still slightly behind due to software issues, but would send to each Commissioner when absolutely complete. Billed revenue in water was up 6.2%, consumption was down very slightly. For the month of September the Water department had a profit of \$590,000. Impact and access fees were down slightly. Billed revenue in Sewer was up 3.2% from last September with a profit of \$572,000. We are seeing billed revenue go up, and accounts receivables are down slightly. Access and impact fees have decreased somewhat but she had checked with Stephen Ponder in engineering and he feels that these will pick up over the remainder of the year based on projects in the pipeline. \$45.5M in total reserves. The front office is actively recruiting a new CSR.

Commissioner McClure then recognized Brian Sartain to present the Engineering Reports. Brian stated that RWU had had a busy month or two, but has caught up with some of the backlog that existed. He pointed out that there were not many single family subdivision projects, but we were seeing quite a few multi-family projects. There were a total of 84 plan reviews over the last two months. Commissioner Greene asked if we had had to utilize our contract with Crafton Tull for any in-house reviews, Brian stated that we had needed only one review assist from them. He then showed a graph for the last five years of plan review showing a trendline that has plateaued and may be showing signs of a downward trend. Only time will tell if that trend continues. He then went over several project's status and mentioned that Centennial Park would be substantially less than original bid due to his efforts to value engineer the project. He also gave a status report on the Solids Handling project indicating that the CMAR contract must include certain language due to the State SRF funds being utilized. We are awaiting and will be able to finalize the contract as soon as we receive that language. The next two projects to go out for bid will be the Pinnacle Sewer and the 2021 Waterline Improvements.

The Walnut street widening will be pushed to June at this time due to material supply issues with other utilities that must relocate prior to construction. Brian recognized Aaron for his help and leadership with the CityWorks implementation. Commissioner Farmer asked when the go-live date was, and Brian responded late January 2022. Commissioner McClure asked if we were still seeing material supply issues and Brian responded that contractors may not be receiving the entire loads at the site at the same time, they are receiving loads of material timely enough to continue construction.

Commissioner McClure then recognized Johnny Lunsford for the operations reports. He stated that RWU received a new CCTV and the employees really enjoy using this equipment. The field reported 82 work orders on the water side last month and are already at 87 work orders this month. This may be due to the increased availability of items that had been experiencing supply chain issues. He also gave an update on the CityWorks implementation and that he was almost done with all required items to be able to go live in February with this portion of CityWorks.

Commissioner McClure then recognized David Staib from the Pollution Control Facility. David informed the Commission that the plant was doing very well and had met all requirements. Paul and Amber monitored four different industries over this period and we had billed around \$12,000 in surcharges this month. He mentioned that they were working with Bekaert on their new pretreatment system. Amber continues to enforce our FOG program. Our third biosolids carrier is now picking up loads from the plant. Four personnel took their CI 3 Wastewater licensing tests and 3 passed. We did have an aerator go down, but due to the low flows experienced during this time of the year, it did not affect the plant. The new tractor is on site now and David thanked the Commission for that. A new Solids Handling Supervisor position has been advertised to be filled and begin by Jan 1, 23. The plant treated 163 million gallons of wastewater during the month. The plant received 4.7 inches of rain over 7 events. Small events and already dry, no noticeable effect. Greene asked where we send bad electric motors and David replied we take them to JCI, which is a local company with offices in Ft Smith and Springdale.

Commissioner McClure then introduced Brent Dobler who informed them of our status of ANRC grant applications. He stated that we had put in applications in sewer for \$5M, and that we felt pretty good about those. We also put in applications for water projects. He stated that he thought that these grants were built for utilities that already had projects in process. Surly asked what the time frame was to complete the projects. Dobler replied three years.

Dobler went on to present Resolution 22-31 which clarifies the demarcation points on the sewer line. Added definitions of Building Sewer, Main Sewer, and Private Sewer Disposal Stations. In section 54-233 we specifically call out Unlawful Inflow Connections and added appropriate definitions and remedies. He stated that our intention is to have a voluntary program, but without a good rule in place, we don't think we would get the participation we need. Farmer made a motion, seconded by Surly. All in favor, Resolution passed.

Commissioner McClure then recognized Jennifer Lattin to present Resolution 22-32 Printing and Mailing Services. We received two bids. One from Level One and DFI (Dataforms). An internal committee reviewed using a scoring matrix. Ultimately, with cost being one of the main drivers, the top score went to Level One. We send out approximately 28,500 bills per month. Level One, our current provider scored the highest due to the price component. The difference was \$25,000 per year between the two firms. Jennifer mentioned that DFI had really helped us out in a crunch and we had no issues with them other than the dollar amount. Commissioner Greene made a motion, Surly seconded. All in favor, Resolution passed.

Commissioner McClure recognized Johnny Lunsford to present Resolution 22-33 Approving Repair of Vaccon Truck without Soliciting Bids and other purposes. Waiving Competitive Bidding for Vaccon Repair. One of our pieces of equipment needed a new motor. We had already invested in a new pony motor as well as a new blower. The repair of the existing motor was estimated at \$25,000, a new motor would be \$35,000. We elected to go with the new motor. While the equipment was in the shop being repaired, a few other items were needed and this raised the price to \$42,837.98 which is beyond the Superintendent's authorized amount. Commissioner Surly made the motion to approve, Commissioner Greene seconded. All in favor, Resolution passed.

Commissioner McClure recognized Brian Sartain to introduce a motion to approve a facilities expansion contract for Meadowbrook Phase 1. This is to facilitate the removal of two existing lift stations. We are asking for the difference between 8" and the upsized 12" sewer required for RWU. Originally RWU was looking at spending over \$1M for over 3,000lf of sewer to complete this project. By working with developers already installing sewer line, and simply paying the costs associated with upsizing the sewer pipe, RWU will only pay \$78,510 in participation. Greene made a motion, Farmer seconded. All in favor, motion carried. Robert Frazier then requested that the Commission also make a motion to reflect that RWU has the authority to negotiate the final form and content of the contract. Greene made a motion, Surly seconded. All in favor, motion passed. Farmer asked if the plans were approved, Brian said yes. Greene asked what was involved with decommissioning a lift station. Brian stated that prior administration had planned on this eventually happening. No one thought it would take this long. This sewage will now ultimately flow to the Garrett Road lift station and should help that station by running the pumps more often as it was designed to do.

Brian then presented a motion to approve a Professional Engineering Services proposal for the RPCF Capacity Improvement Project with Freese & Nichols Engineering for \$808,301.00 for all phases of the preliminary report and conceptual design. He provided a brief recap of the wastewater master plan showing the modifications required across the plant. The draft report showed how we could break up this large project (\$100M) into phases. In this proposal, these improvements will be taken into account, but this proposal will also take the master plan to the next step. The consensus is that we must have highly accurate data to better design any new plant improvements. This better data will result in a more cost effective design and will prevent us from over or under designing these massive improvements. This design will be over a two year time frame. Commissioner Surly made a motion, Commissioner Farmer seconded. All in favor, motion approved.

Chair McClure adjourned the meeting at 4:57 pm.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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