

Rogers Waterworks and Sewer Commission
June 19, 2023
Minutes

The Rogers Waterworks and Sewer Commission held its regularly scheduled meeting at 4:00 PM, June 19, 2023, in the Rogers Administration Building located at 601 S 2nd Street.

Present were Commissioners Travis Greene, Kathy McClure, Jerry Carmichael, and Chairman Peter Farmer. Rogers Water Utilities staff present were Todd Beaver, Aaron Short, Dana Daniel, Brian Sartain, Jerry Roegner, Debbie Putman, Brent Dobler and Ken Mitchell. Robert Frazier from the Frazier Law Firm was also present.

Chairman Farmer called the meeting to order at 4:01PM.

Brian Sartain recognized Ken Mitchell for his 27 years of service at RWU. Ken will be retiring at the end of the month. Sartain went on to say that our data digitization and GIS model will be Ken's legacy at RWU. Ken spoke to the Commission to let him know how much he really appreciated the opportunity to have his long and distinguished career here at RWU.

Chairman Farmer then called for an action on the minutes from the May 15, 2023, Water and Sewer Commission meeting. Commissioner Carmichael requested a change to the minutes to reflect the fact that it was a 4-1 decision, and not a unanimous decision, with regard to the Three Flags Investments request for water and sewer service. Commissioner McClure made a motion to approve the minutes, and Commissioner Greene seconded. All in favor, motion carried.

Chairman Farmer then recognized Brent Dobler for the Financial Reports. Dobler informed the Commission that our Controller, Jennifer Lattin, had made the decision to stay at home with the arrival of her second child. She will be missed, but we could not be any happier for her. We are currently advertising for a new Controller and will keep the Commission informed. He then went on to the financial reports. Billed revenue in the Water department was up 26% from May 2022. Water consumption was up 7.16%. The Water department reported a profit of \$434,500 for May 2023. A profit of \$229,500 was reported for May 2022. Revenues increased by \$361,500, expenses increased by \$157,000. Fiscal YTD impact and access fee revenue for FY23 are \$748,500. This compares to YTD fees of \$850,800 in FY22 and \$1,132,000 in FY21. Year to date profit is more than the prior year and ahead of budget.

The Sewer department billed revenue was up 10.62% from May 2022. Sewer consumption was up 4.24% from May 2022. The Sewer department reported a profit of \$710,500 for May 2023. A profit of \$302,000 was reported for May 2022. Revenues increased by \$53,500 over May 2022, expenses decreased by \$54,500. Fiscal YTD collections of impact and access fees are \$1,311,400 for 2023. This compares to YTD access and impact fee revenue of \$1,609,700 in FY22 and \$2,305,000 in FY21. Year to date profit is more than the prior year and ahead of budget.

Total restricted and unrestricted funds are \$48 million for May of 2023. This is an overall increase of \$4.2 million from May 2022. \$6.8 million of the \$48 million total funds are restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

Dobler then went on to show an aerial drone slideshow of our wastewater facility that Peter Masonis at the City of Rogers took with the City's drone. He praised the team at the facility for their excellent care of the RPCF.

Chairman Farmer then recognized Todd Beaver for the RPCF report. The plant had normal flows for the entirety of the month. A large industrial customer did have issues with an aerator that resulted in some higher surcharges for that customer, but that has been rectified. Our newest experienced maintenance technician is doing well. A third-party contractor has completed the replacement of the headworks screen and it is back in operation. The RPCF team returned comments on the preliminary draft permit for ADEQ. The plant treated 303.5 million gallons in May. About 48.5 million gallons were from inflow and infiltration. Beaver thanked the Commission for allowing the rehab work on Trains 1 & 2. Additional man hours were made available by being able to incorporate new mixing technologies that are not negatively affected by flushable wipes. Commissioner Carmichael asked about the industrial surcharges and Dobler explained that the rate consultants arrived at these surcharges based on the actual treatment costs required to treat each of the surcharge items. These were incorporated to ensure other RWU customers would not be subsidizing the treatment costs of high strength industrial wastewater.

Chairman Farmer then recognized Brian Sartain to go over the engineering reports. Brian went over a few of the latest plans submitted. 35 total reviews. Costco, 2800 Hudson Sewer Extension, and Crescent View Ph3 40 acre single family residential subdivision. RWU sent out one bid for the decommissioning of two lift stations. We intend to bring these bid results to the next Commission meeting for approval. Brian also updated the Commission on the RPCF capacity analysis engineering project. The structural assessment is now complete. The widening of Walnut street is to be bid in August. Commissioner Carmichael wanted clarification into the process that allows RWU to allow sewer to the Costco project since it is outside of the City of Rogers. Sartain explained that this is not an unincorporated area, (in which case sewer service would be prohibited by City Ordinance), but inside the incorporated City of Lowell for which RWU has an existing water and sewer service agreement in place. Robert Frazier concurred. Brian also presented the RWU water service boundary map with proposed revisions. Commissioner McClure noted that we were shrinking these boundaries. Chairman Farmer asked how we provide services along our transmission mains. Sartain explained that water service was sometimes requested by the landowners when the original easements were negotiated. Chairman Farmer asked for clarification of the proposed reduction in service around the Lost Springs golf course. There is limited sewer service capacity in the area, and that is why we are shrinking that boundary. Since the City's philosophy of expansion has changed, RWU must adjust the service area map accordingly. Commissioner Carmichael asked for further explanation of "water service area". Frazier read the definition of "service area" as defined by the ANRC. Discussion followed. Frazier indicated that RWU is not obligated by the service area shown, but if we choose not to serve an area within our service area, the ANRC could make RWU revise the map to show that it is no longer in the RWU service area. Chairman Farmer wanted to ensure that RWU notifies any property owners that would be affected by these changes. Sartain agreed.

Sartain went over a few administrative changes including the need to replace Ken Mitchell and continuing to update our existing policies. The Cityworks integration is ongoing and we continue to work with the City and internal departments on its implementation. RWU's specifications have been updated for 2022 and RWU plans to perform this update on an annual basis. The next item up for review is the low-pressure sewer force main system specification.

Chairman Farmer recognized Dobler to present the recommendation of a rate study consultant for RWU. Dobler stated that RWU received six requests for our proposal, and RWU received statements of qualifications from three of them. Staff graded the soq's and recommends selection of HDR as the consultant for the RWU rate study. Commissioner McClure made a motion, Commissioner Greene seconded. Motion passed 3-0.

Chairman Farmer then recognized Dana Daniel to present Resolution No. 23-09 Amending Compensation Administration Policy for RWU. This is done annually and is based on working with JER consultants which utilizes Department of Labor information along with regional information from other Cities and similar industries to arrive at these rates. Commissioner McClure asked if these were in line with other Cities in the region. Daniel stated that yes, they are. Commissioner Carmichael asked if these numbers consider the broader market as well as the utility market. Daniel replied that they do by way of including the Department of Labor information. Commissioner Carmichael made a motion to approve, Commissioner McClure seconded. Resolution passed 3-0.

Next, Daniel presented Resolution No. 23-10 Approving the Pool of Merit Pay Increase Funds. Commissioner Carmichael asked if these were based on performance. Daniel stated yes, these are disbursed to departments in the form of a "pool" with supervisors being able to disburse as warranted based on individual contributions of each employee. The merit pay has caps and guidelines that apply. Commissioner McClure made a motion to approve, Commissioner Carmichael seconded. Resolution passed 3-0.

Next, Daniel presented Resolution No. 23-11, Resolution Authorizing Renewal of a Contract for Janitorial Services for RWU. RWU wishes to renew our existing provider Bravo Services for an additional one year period contingent on rates being acceptable to management. Commissioner McClure made a motion, Commissioner Carmichael seconded. Resolution passed 3-0.

Next, Daniel presented Resolution No. 23-12, Amending Safety Toe Footwear Policy. RWU is requesting to raise the safety toe annual footwear reimbursement from \$150 to \$200. Other cities are reimbursing boot from \$150 - \$250. Commissioner McClure made a motion, Commissioner Carmichael seconded. Resolution passes 3-0.

With no further items on the Agenda, Chairman Farmer adjourned the meeting at 5:07pm.

Respectfully submitted,



Brent Dobler, Acting Secretary
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