

**Rogers Waterworks and Sewer Commission**  
**August 21, 2023**  
**Minutes**

The Rogers Waterworks and Sewer Commission held its regularly scheduled meeting at 4:00 PM, August 21, 2023, in the Rogers Administration Building located at 601 S 2<sup>nd</sup> 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, Debbie Putman, Brent Dobler, Johnny Lunsford, and Mark Landis. Paige Sultemeier was in attendance. Robert Frazier from the Frazier Law Firm was present.

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

Chairman Farmer called for an action on the minutes from the July 24, 2023, Water and Sewer Commission meeting, Commissioner Greene made a motion to approve the July 24, 2023 minutes, Commissioner McClure seconded. All in favor, 4-0 motion carried.

Chairman Farmer then recognized Brent Dobler for the Financial Reports. He stated that RWU is currently awaiting completion of the audit to present the final year-end financial reports. The annual audit will begin on Monday the 28<sup>th</sup> and all completed financial reports should be available by the September Commission meeting.

Chairman Farmer then recognized Brian Sartain to go over the July engineering reports. Brian went over a few of the latest plans submitted. Chairman Farmer asked how many plans RWU reviews every month. Sartain replied that we average around 40 reviews per month. RWU is currently working on the 12" waterline on Arkansas north of Chestnut to stay ahead of the proposed street widening. Commissioner Carmichael inquired about the Bellview/J.B. Hunt roundabout and if there was a utility relocation as well. Sartain stated that yes, there will be a 12" waterline relocation involved. RWU has not received a bid date for the Walnut St widening process at this time. Chairman Farmer asked what we have paid our plan review consultant to date, and Brian informed him that although we have an agreement to utilize Crafton Tull engineers for work that exceeds what our in-house engineers can approve, we have not utilized them for plan review to date.

Chairman Farmer then recognized Todd Beaver for the RPCF report. The plant has been operating smoothly, including processes and staffing. No issues on the industrial front, no surprises on inspections. He stated that staff has been diligently working on the FOG policy. The flow study on the headworks continues with FNI Engineering. I & I was down in July in spite of a somewhat wet month.

Chairman Farmer then recognized Brent Dobler to present Resolution No. 23-18 Cooperative Purchasing Agreements. He stated that RWU will utilize the State bid first, but if a piece of equipment is not on that list, RWU will then utilize cooperative purchasing agreements. This Resolution formally recognizes and codifies nationwide Cooperative Purchasing Agreements such as Sourcewell and HJAC. RWU feels that this is a more efficient process than bidding out each unique piece of equipment. These agreements go through a bid process to arrive at the final price. Commissioner Greene stated that he has seen construction projects bid this way. Robert Frazier stated that a construction project would fall under a different code section for RWU. Commissioner Carmichael stated that the Commission would certainly be made aware of all bids that utilize a cooperative purchasing agreement due to the \$35K amount that



requires Commission approval. Commissioner Greene made a motion to approve Resolution No. 23-18 Cooperative Purchasing Agreements, Commissioner McClure seconded. All in favor 4-0, Resolution passed.

Dobler continued and presented Resolution No. 23-19 Customer Service Operating Policy Updates. This Resolution updates operating policies regarding meter shut offs and other items such as how we contact customers that are subject to shut off. Chairman Farmer asked how we distributed this policy internally for input and how we will record and maintain this. Dobler replied that we sent it to all departments for input, and that Dana Daniel will be the repository for all policy. Commissioner Carmichael asked who makes the decisions on payment plans, and how a customer can get in substantial arrears with RWU. Dobler explained that issues in the past were a direct result of shut-offs being suspended. When RWU is enforcing shut-offs, large debts simply cannot occur since the water use will be stopped. Commissioner McClure made a motion to pass Resolution No. 23-19 Customer Service Operating Policy, seconded by Commissioner Carmichael. All in favor 4-0, Resolution passed.

Dobler continued and presented Resolution No. 23-20 Catastrophic Leak Policy. Formalizing and codifying existing policy that is administered uniformly across all customers. Commissioner Carmichael made a motion to approve Resolution 23-20 Catastrophic Leak Policy, seconded by Commissioner McClure. All in favor 4-0, Resolution passed.

Dobler continued and presented Resolution No. 23-21 Meters Policy. Dobler explained that the only time RWU has leverage to demand that a meter set conform to all installation specifications is before the meter is actually set in the service. Commissioner Carmichael inquired about the requirement for vacuum breakers on frost free hydrants. Dobler stated that RWU actively polices these since they are a hazardous connection. Commissioner McClure made a motion to approve Resolution No. 23-21 Meters Policy, seconded by Commissioner Greene. All in favor 4-0, Resolution passed.

Dobler continued and presented Resolution No. 23-22 Requesting City Council Resolution of Intent for RPCF Solids Handling Phase II Project. City Council approval is required by law before the issuance of the bonds. Commissioner Greene made a motion to approve Resolution No. 23-22, seconded by Commissioner McClure. All in favor 4-0, Resolution passed.

Chairman Farmer then recognized Todd Beaver to present Resolution No. 23-23 Flender Gear Reducer for RPCF Treatment Train 4. Beaver explained that engineered equipment does not always give RWU much choice of vendors when and if this custom equipment must be replaced. Commissioner McClure made a motion to approve Resolution No. 23-23 Flender Gear Reducer, Commissioner Greene seconded. All in favor 4-0, Resolution passed.

Todd Beaver then presented Resolution No. 23-24 Spare Transformer for RPCF. Beaver explained that due to the commercial rate RWU receives at the plant, RWU is responsible for any maintenance or replacement of onsite transformers. Currently, RWU does not have a spare transformer onsite at the RPCF but does have an emergency agreement with Springdale if RWU requires a transformer before this one arrives. The lead time on this piece of equipment is 14 months. Commissioner Greene made a motion to approve Resolution No. 23-24 Spare Transformer, Commissioner McClure seconded. All in favor 4-0, Resolution passed.

Todd Beaver then presented Resolution No. 23-25 Lamella Screen for RPCF. Beaver explained that these screens must be purchased from the original equipment screen manufacturer and that they are wear



items. Commissioner McClure made a motion to approve Resolution No. 23-25 Lamella Screen for the RPCF, Commissioner Carmichael seconded. All in favor 4-0, Resolution passed.

Chairman Farmer then recognized Brent Dobler to present Resolution No. 23-26 Signature of Resolutions. Dobler explained that he was responsible for but did not obtain signatures from then Chairman Mike Watkins on Resolutions 22-20, 22-21, 22-22, 22-23 and 22-24 from the last Commission meeting before Chairman Watkins completed his term and did not renew. This Resolution allows the current Chairman to sign these retroactively. Commissioner Carmichael made a motion to approve Resolution No. 23-26 Signature of Resolutions, Commissioner McClure seconded. All in favor 4-0, Resolution passed.

Chairman Farmer then recognized Johnny Lunsford to present Resolution No. 23-27 Waiving Competitive Bidding for Trench Boxes. Lunsford explained that RWU solicited and received three competitive quotes for trench boxes. RWU would like to waive the competitive bidding process so that RWU can purchase the specific trench boxes that are lighter weight and preferred by the utility. Commissioner Greene made a motion to approve Resolution No. 23-27 Waiving Competitive Bidding for Trench Boxes, Commissioner McClure seconded. All in favor 4-0, Resolution passed.

Chairman Farmer then recognized Brian Sartain for a motion to approve the City of Rogers bid results on the 13<sup>th</sup> Street Pedestrian Improvements and the Poplar & 13<sup>th</sup> Roundabout construction projects. Sartain showed the Commission drawings of the two projects and the RWU utility construction costs for each contract. Sartain stated that it appears construction pricing may be moving down from the highs experienced during Covid. This project is not in the budget since RWU did not anticipate this project being let this fiscal year and the fact that RWU was constrained on our sewer budget. RWU recommends awarding these two projects to Brothers Construction. Commissioner Greene made a motion to approve the award of these projects to Brothers Construction, Commissioner McClure seconded. All in favor, motion carried 4-0.

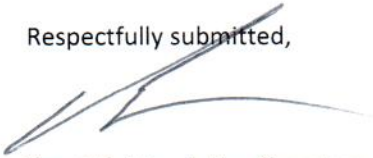
Sartain continued and presented a motion to recommend approval of a Facilities Extension Agreement for Prairie Creek PUD. Brian presented project plans showing the area of development to the Commission. The development is approximately 30 acre and will result in 24 estate lots. This development is outside the city limits of Rogers but resides within the RWU service boundary. Our specifications state that any water line extension outside the City of Rogers must come before the Water and Sewer Commission for approval. This project requires no monetary participation from RWU. Staff recommends approval of a Facilities Extension Agreement for Prairie Creek PUD. Commissioner Carmichael asked where the existing water main is located and where the development will connect. Chairman Farmer asked if RWU were going to require an extension of this development to loop the water line with an existing main offsite to the North. Sartain explained that it appears that the developer is planning to extend the development at some time and that this would be a better time to request this of the developer. Commissioner Carmichael asked who pays for the extension of the main. Sartain replied that the developer does. Chairman Farmer inquired of when RWU requires extensions of offsite main. Sartain responded that we look at each development on an individual basis, but the intent is to always provide for service to the next parcel for continuity. Commissioner McClure made a motion to approve the Facilities Extension Agreement for Prairie Creek PUD. Commissioner Greene seconded. All in favor, motion carried 4-0.

Dobler then asked Robert Frazier to go over the options available for the Commission to approve a new Water and Sewer Commissioner to fill Roger Surly's vacated position. Commissioner Carmichael asked if

the Commission could make the decision today. Mr. Frazier confirmed that the Commission could indeed do this. Commissioner Carmichael asked Dobler if he had a recommended candidate, Dobler stated that he did, and that it was Paige Sultemeier who was in attendance. Commissioner Carmichael made a motion to approve the appointment of Paige Sultemeier to fill the unexpired term of Roger Surly's vacated position. Commissioner Greene seconded the motion. Motion carried, 4-0.

With no further items on the Agenda, Chairman Farmer adjourned the meeting at 5:12 pm.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brent Dobler', with a long, sweeping underline that extends to the right.

Brent Dobler, Acting Secretary

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