

Rogers Waterworks and Sewer Commission

October 19, 2020

Minutes

The Rogers Waterworks and Sewer Commission held its scheduled meeting at 4:00 PM Monday, October 19, 2020 remotely from the Rogers Water Utilities Administration Building located at 601 S 2nd St. due to the Covid-19 Pandemic. Commissioners present were Roger Surly, Kathy McClure, Don Kendall, Travis Greene, and Mike Watkins. Rogers Water Utilities staff present were Brent Dobler, Brian Sartain, Todd Beaver, Aaron Short, Stephen Ponder, Jennifer Lattin, Jene' Huffman-Gilreath, Dana Daniel, Patrick Pruitt, Matt Savell, and Vera Hall. Others in attendance were Jerry Carmichael from the City of Rogers City Council, John Evans and Stephanie Collins from Landmark CPA's PLC, and Robert Frazier of the Frazier Law Firm. Chairman McClure called the meeting to order at 4:00 PM.

Jennifer Lattin, Controller recognized Donna Wilson celebrating 25 years of service with RWU as a CSR. Dana Daniel, HR Director recognized Thomas Moore and Jason Sandlin from the Field both have 5 years of service with RWU. Additionally, Todd Beaver RPCF Manager recognized Matthew Dollar from RPCF also having celebrated 5 years of service. All employees received a gift of appreciation and the RWWSC expressed congratulations.

A motion was made by Commissioner Roger Surly, second by Commissioner Mike Watkins to approve the minutes of the September 21, 2020 meeting as submitted. All in favor, motion carried.

Chairman McClure recognized Jennifer Lattin, Controller to present the September 30, 2020 financial reports. Lattin stated that water consumption for the month of September 2020 is up 10.90% from September 2019, and includes one less billing day compared to September 2019. Billed revenue is up 23.19% from September 2019. The Water Department reported a profit of \$418,000 for September 2020 with a profit of \$215,000 reported for September 2019. Year to date profit is more than the prior year and ahead of budget. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$373,000 and are ahead of budget by \$223,000, and compares to Year to Date access and impact revenue of \$203,000 in FY 20 and \$129,000 in FY 19.

Sewer consumption for the month of September 2020 is down 1.30% from September 2019, and includes one less billing day compared to September 2019. Billed revenue is up 12.53% from September 2019. The Sewer Department reported a profit of \$425,000 for September 2020 with a profit of \$304,000 reported for September 2019. Year to date profit is more than the prior year and ahead of budget. Fiscal Year to Date collections of access and impact fee revenue for FY 21 are \$759,000, and are ahead of budget by \$464,000, and compares to Year to Date access and impact revenue of \$446,000 in FY 20 and \$296,000 in FY 19.

Lost Water is at -1% for the month of September 2020, 18% for the calendar year, and 15% for the last twelve (12) months.

The Total Restricted and Unrestricted Funds are \$40.2 million for September 2020, which is an overall increase of \$2,415,000 from September 2019. Water Funds increased by approximately \$977,000, and

Sewer Funds increased by \$1,438,000. \$9 million of the \$40.2 million total funds is restricted for specific use such as debt service, meter deposits, access and impact fees, and depreciation.

In September 2020, 234 customers were disconnected for nonpayment, down from 379 in August. Prior to re-instituting service disconnections, approximately 900 accounts were subject to disconnect in April-June. RWU continues to work with customers to make payment plans in order to prevent shutoffs. As long as customers are meeting the agreed-upon payment arrangements, accounts are not and will not be disconnected. The RWU lobby remains closed with all business being conducted over the phone, via email, online, and in the drive-through. RWU has released an updated customer bill format beginning on October 8th, with an explanation and preview of the new bill format listed on the RWU website (example provided). There were no questions.

Chairman McClure recognized Brian Sartain, Utility Engineer to provide the Engineering Report for August. Sartain stated that plan review still has strong activity with seven (7) new projects submitted including the One Uptown Parking Deck, Shadowbrooke at the Peaks Ph IV, Sterling Bank, Pinnacle Heights Tech Office, 1st Street Subdivision, and 2nd Street Storage. The distribution of development projects is spread in various areas of the city. The Shadow Valley Backup Generator, 11th St Pump Station Improvements, 9th& 10th-Persimmon to Walnut Projects are all underway at this time. The Downtown Utilities Study is expected to be completed this week. The bid packets for the RPCF Train 2 Rehab (Design Build) should be reviewed by next week, with the bid results expected to be presented at the December meeting. Staff has decided to seek a third party consultant to review the plans and specifications on the 11th St Elevated Tank Repaint before going out for re-bid. The Osage Dr/Seneca Dr Waterline Project is associated with a Rogers Street Department Project, north of Bell View Rd, with draining modifications requiring waterline relocation. The Arkansas St Project is continuing and also Cherry St/2nd St Waterline is nearing completion. Sartain stated that RWU Management has been in the process of identifying goals for a new facility that is needed to accommodate our field operation crews and enhance RWU's future growth; staff will then begin the process of reviewing qualifications of architectural firms and welcome any input. There were no questions.

Chairman McClure recognized Todd Beaver, RPCF Manager to present the September RPCF Reports. Beaver said the Discharge Monitoring Report had good results with no violations reported. The Industrial Pretreatment Program has no inspections to report but monitoring is being continued following the Covid-19 guidelines, still communicating through email. The FOG Program is limiting inspections and continuing monitoring by checking pump data to help minimize contact. The industrial samples collected this month were Bekaert, Glad Manufacturing, and Pel-Freez. The interview process continues for the maintenance tech position. The Centrifuge I scheduled rebuild has been completed and was able to maintain normal operations during the work. An invoice for labor costs still remains outstanding as the total expenses and costs to date for the rebuild was \$40,033.71. 226 MG was treated in September with an average flow of 7.3 MGD. These flows included 2.07" of rain over 6 events. There were no questions.

There was no Operations Report available for this month.

Chairman McClure recognized John Evans from Landmark CPA's to present the 2020 Water and Sewer Audit Reports. Evans reported that Landmark presented a fair and clean unqualified opinion on the June 30, 2020 Financial Water and Sewer Statements in accordance with general accepted accounting principles. The report on internal control and compliance had no findings or material weaknesses. The

Commission expressed appreciation to our management. There were no questions. A motion was made by Commissioner Roger Surly, second by Commissioner Mike Watkins to approve the 2020 Water and Sewer Audit Reports as submitted. All in favor, motion carried.

Chairman McClure recognized Brian Sartain to present the Facilities Extension Contract for the Greens at Blossom Way Ph II. RWU requests improved waterline capacity through the proposed multifamily development as recommended in the water master plan. Staff recommends the approval of RWU participation in the Greens at Blossom Way Ph II Project in an amount not to exceed \$132,914.00 to provide for water main improvements for the purpose of increasing capacity, authorizing staff to modify the final form and content of the Facilities Extension Agreement for inclusion of this allowance. Commissioner Roger Surly made a motion, second by Commissioner Travis Greene to approve the Facilities Extension Contract for the Greens at Blossom Way Ph II as submitted. All in favor, motion carried.

Chairman McClure recognized Jene' Huffman-Gilreath, Shared Services Manager to present Resolution No. 20-25 authorizing the procurement of High Availability Software and Services; waiving the requirements of competitive sealed bidding. The Commission authorizes the Rogers Water Utilities to procure the required software and services through the use of competitive bidding procedures under Ark. Code. Ann. § 19-11-234 or other reasonable procedures for obtaining competing prices for the required software and services. A motion was made by Commissioner Roger Surly, second by Commissioner Mike Watkins to approve Resolution No. 20-25 as submitted. All in favor, motion carried.

Commissioner Travis Greene inquired as to the -1% lost water for the month of September referenced in the financial reports. Lattin stated that a leak of 11,275,200 gallons, which occurred over a 90-day period on 6th St. is included in the September report. Additionally, the Lost Water Report compares September customer billing for water used in August to BWD water purchases for water used in September, which results in some fluctuation of the Lost Water Report month-to-month.

With no further business, Chairman McClure adjourned the meeting at 4:30 PM.

Respectfully submitted,



Brent Dobler, Acting Secretary/djw

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