

## **Rogers Waterworks and Sewer Commission**

**February 24, 2025**

### **Minutes**

The Rogers Waterworks and Sewer Commission held its regularly scheduled meeting at 4:00 PM Monday, February 24, 2025, in the Rogers Administration Building located at 601 S 2<sup>nd</sup> Street. The original Commission meeting date of February 18<sup>th</sup> was postponed due to a snowstorm. Present were Commissioners Jerry Carmichael, Kathy McClure, Travis Greene, and Paige Sultemeier. Commissioner Jene' Huffman-Gilreath was absent. Rogers Water Utilities staff present were Jered Sigmon, Brian Sartain, Todd Beaver, Johnny Lunsford, Dana Daniel, Jennifer Hoffman, Mario Morales, David Ingram and Brent Dobler. Also in attendance was Robert Frazier with the Frazier Law Firm.

Chairman Carmichael called the meeting to order at 4:00PM.

Chairman Carmichael asked for a motion to approve the December 16, 2024, meeting minutes. Commissioner McClure made a motion to approve, and Commissioner Sultemeier seconded. All in favor, motion carried.

Chairman Carmichael then recognized Mr. Sigmon to present the financial reports. Jered informed the Commission that billed revenue for the Water Department was \$1,505,776 for January 2025, a 19% YOY change. Water consumption was 226,032,538 gallons, representing a 5% YOY change. In the Sewer Department, billed revenue was \$1,885,579 for January 2025, an 29% YOY change. Sewer consumption was 190,162,500 gallons, representing a 4% YOY change. He went on to state that RWU collected \$574,100 in Access and Impact Fees in January bringing the total YTD amount to \$2,063,980. In the Water Department, income for the month was \$361,335.14 and the total income for the year is currently \$4,072,270.97. In the Sewer Department, income for the month was \$648,753.91 and the total income for the year is currently at \$5,335,770.88. RWU has \$54.5M total in unrestricted and restricted funds. These funds were at \$49.0M in January 2024. The twelve-month rolling average of lost water is at 6%. He then presented a graph illustrating "Receipts by Payment Method" over time. In 2009, over 70% of payments by customers were taken in-person or by mail. By 2024, less than 30% of customers paid by those methods. Over 70% of RWU customers now pay "online". This includes all ACH, bank draft, website, and IVR (automated phone) payments.

Chairman Carmichael then recognized Brian Sartain to present the Engineering Reports. Brian went over the Development Plan Review, the types of reviews, and the Project Status list. There were 140 plan reviews in January. He went on to say that the large meter replacement project was currently out for bid, the 5<sup>th</sup> and Walnut project was moving along after some design changes by the City, and RWU was looking into natural gas generators for Lakewood, Biltmore, and Breckenridge sewer lift stations to insure operation during electrical outages. He also gave a brief presentation on the downtown alleyway waterline relocations currently taking place on the Poplar Street improvement project.

Chairman Carmichael then recognized Todd Beaver to present the RPCF reports. He went over the DMR Summary and the FOG Inspection Report. A single new polymer bid vendor qualified for bidding and we should have results for the next Commission meeting. He then went over a visit from the ADEQ in response to odor complaints. In a letter from the ADEQ, no non-compliance items were found. In response to a Commission request, Todd went over a very thorough history and discussion of the EPA

303 List and how that affects RWU. The RPCF treated 302.6 MG in January, therefore, the plant treated about 23.6 MG of I & I. The average daily flow for the month was 9.8MG. These flows included 1.15" of rain over 7 events. The historical average rainfall for January is 2.51".

Chairman Carmichael then recognized Jered Sigmon to present RESOLUTION 25-03 A RESOLUTION WAIVING THE REQUIREMENTS OF COMPETITIVE BIDDING FOR PURCHASE OF PROPERTY INSURANCE; AND FOR OTHER PURPOSES. Mr. Sigmon explained that RWU has investigated soliciting bids for property insurance and has concluded that soliciting bids would be unlikely to result in competing bids. RWU is currently in a 3-year contract with Rogers Insurance Agency, Inc. and this would be to extend the contract into year two. Commissioner McClure made a motion to approve RESOLUTION 25-03 A RESOLUTION WAIVING THE REQUIREMENTS OF COMPETITIVE BIDDING FOR PURCHASE OF PROPERTY INSURANCE; AND FOR OTHER PURPOSES seconded by Commissioner Greene. All in favor, RESOLUTION 25-03 A RESOLUTION WAIVING THE REQUIREMENTS OF COMPETITIVE BIDDING FOR PURCHASE OF PROPERTY INSURANCE; AND FOR OTHER PURPOSES passes.

Chairman Carmichael then recognized Dana Daniel to present RESOLUTION 25-04 A RESOLUTION AMENDING THE EMPLOYEE POLICY MANUAL FOR THE ROGERS WATER UTILITIES; AND FOR OTHER PURPOSES. Mr. Daniel explained the updated minor changes to the policy updated. Hiring and background checks, Holidays, Vacations, and Sick Leave are addressed. Commissioner Greene made a motion to approve RESOLUTION 25-04 A RESOLUTION AMENDING THE EMPLOYEE POLICY MANUAL FOR THE ROGERS WATER UTILITIES; AND FOR OTHER PURPOSES, Commissioner McClure seconded. All in favor, RESOLUTION 25-04 A RESOLUTION AMENDING THE EMPLOYEE POLICY MANUAL FOR THE ROGERS WATER UTILITIES; AND FOR OTHER PURPOSES passes.

Chairman Carmichael then recognized Mr. Sigmon to present RESOLUTION 25-05 A RESOLUTION AMENDING THE POLICY ON DEPOSITS AND INVESTMENTS FOR THE ROGERS WATER UTILITIES, AND FOR OTHER PURPOSES. Mr. Sigmon explained that this Resolution comes with unanimous approval from the RWU Depository and Investment Committee. One of the current requirements dictates that RWU must keep a reserve for the current p&l amount in addition to the scheduled p&l requirements themselves. This amount has a marked effect on the revenue requirement in the ongoing rate study. Debt service ratios will remain well above 1.5 to insure RWU receives the most favorable bond issuance rates. Commissioner Sultemeier made a motion to approve RESOLUTION 25-05 A RESOLUTION AMENDING THE POLICY ON DEPOSITS AND INVESTMENTS FOR THE ROGERS WATER UTILITIES, AND FOR OTHER PURPOSES. Commissioner McClure seconded the motion. All in favor, RESOLUTION 25-05 A RESOLUTION AMENDING THE POLICY ON DEPOSITS AND INVESTMENTS FOR THE ROGERS WATER UTILITIES; AND FOR OTHER PURPOSES passes.

Chairman Carmichael continued to recognize Mr. Sigmon to present the Designation of RWU Depositories. This list also comes to the Commission with a unanimous recommendation from the RWU Depository and Investment Committee. The list of approved depositories for RWU are: Arvest Bank, Bank OZK, BOK Financial, Cadence Bank, Centennial Bank, Chambers Bank, First National Bank of Fort Smith (First National Bank of Northwest Arkansas), First Western Bank, Regions Bank, and Simmons Bank. Commissioner McClure made a motion to approve the list of approved depositories, Commissioner Sultemeier seconded the motion. All in favor. The list of approved depositories passes.

Chairman Carmichael then recognized Johnny Lunsford to present RESOLUTION 25-06 A RESOLUTION AMENDING THE FISCAL YEAR 2025 BUDGET TO ADD AN ADDITIONAL FIELD EMPLOYEE IN THE SEWER

DEPARTMENT; AND FOR OTHER PURPOSES. Mr. Lunsford explained that he was asking for an additional employee to staff with no additional cost. Due to unfilled positions throughout the year, the only amendment change required is that of the number of employees in the sewer field department. Commissioner Greene made a motion to approve RESOLUTION 25-06 A RESOLUTION AMENDING THE FISCAL YEAR 2025 BUDGET TO ADD AN ADDITIONAL FIELD EMPLOYEE IN THE SEWER DEPARTMENT; AND FOR OTHER PURPOSES, Commissioner McClure seconded the motion. All in favor, RESOLUTION 25-06 A RESOLUTION AMENDING THE FISCAL YEAR 2025 BUDGET TO ADD AN ADDITIONAL FIELD EMPLOYEE IN THE SEWER DEPARTMENT; AND FOR OTHER PURPOSES passes.

The last item of business on the Agenda is for the Commission to designate a Water and Sewer Commission member to serve on the Rogers Water Utilities Depository and Investment Committee Meeting. After a brief discussion, Carmichael made a motion to approve Commissioner Greene to serve on the RWU Depository and Investment Committee. Commissioner Sultemeier seconded the motion. All in favor, Commissioner Greene appointed to serve another term on the Rogers Water Utilities Depository and Investment Committee.

With no other items of business, Chairman Carmichael then adjourned the meeting at 5:24 pm.

Respectfully Submitted,



Brent Dobler

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